



CONFIDENTIAL

**ACADEMIC FACULTY APPLICATION FORM
PALM INSTITUTE**

APPLICATION FOR APPOINTMENT AS IN / OF
Status/position sought subject

IN THE DEPARTMENT/INSTITUTE/ SCHOOL OF

This form is to be completed (four copies) and returned to the President, Palm Institute P. O. Box MD 1528, Madina - Accra.

1. PERSONAL PARTICULARS:

Surname (BLOCK LETTERS)

First Names.....

Address in full

.....

Email Telephone No

Nationality..... Home Town

Nationality at birth (if different)

Former names (if any).....

Surname at birth (if different)

Date and place of birth

Marital Status..... Number of Children.....

Sons..... aged respectively

Daughters..... aged..... respectively

2. EDUCATION

(i) Where educated: secondary schools, universities with dates

(ii) Particulars of qualifications (university awards, indicating class of degree, distinction etc. and giving the date and place of award).

3. DETAILS OF GRADUATE PROGRAMME

(i) Course Work

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(ii) Research Area:

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(Use additional sheet if necessary)

4. PRESENT APPOINTMENT

Name of Institution/Organization.....

Position indicating dates:

(i).....

(ii)

(iii)

(iv)

Details of emoluments:

(i) Basic salary in your present position.....

(ii) Allowances.....

(iii) Others.....

5. PREVIOUS EMPLOYMENT

<u>Organization</u>	<u>Dates Worked</u>	<u>Position Held</u>
(i)
(ii)
(iii).....
(iv).....

6. TEACHING EXPERIENCE

Institution	Dates	Full/Part Time	Subjects Taught and at what Level

7. LIST OF PUBLICATIONS (All references cited must be exact and complete)

A. BOOKS (Please indicate publisher and date of publication)

- (i).....
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
- (use extra sheet if necessary)

B. ARTICLES (in refereed journals indicating name of Journal, date and pages)

- (i).....
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
- (use extra sheet if necessary)

C. **OTHERS** (including unpublished papers accepted for publication in refereed journals etc; evidence of Acceptance to be provided)

- (i).....
- (ii)
- (iii)
- (iv)
- (v)
- (vi).....
(use extra sheet if necessary)

**NOTE: ALL SENIOR LECTURERSHIP TITLES AND ABOVE WILL BE REASSESSED.
SEVEN COPIES OF THE REQUIRED DOSSIER TO BE SENT WHEN REQUESTED.**

8. A brief statement indicating areas of special academic interest and research projects the candidate proposes to embark upon during the next few years.

9. Name and Address of three Referees *(at least two should be people who have taught the candidate or under whom the candidates has worked in the academic field. For Senior Lectureship and above, referees may be persons with whom the candidate has worked).*

- (I)
-
- (ii)
-
- (iii)
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Candidates are advised to request referees to respond promptly to inquiries when made.

10. GENERAL

(I) Names of learned or professional associations of which the candidate is a member.

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(ii) Extra-curricula activities in which the candidate is interested.

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(iii) If engaged, how soon after notification of selection could the candidate assume duty?

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11. The space below may be used for any additional details you may wish to provide.

Signature of Applicant.....

Date.....