

J-Prompt Professional Institute of Technology
EMPLOYMENT APPLICATION FORM



Three copies of this Application Form should be completed and forwarded together with three passport size photographs, copies of certificates, CV, & 3 sealed letters of recommendations from your referees to THE REGISTRAR, JPIT NO. 10 RING ROAD CENTRAL, KWAME NKRUMAH CIRCLE ACCRA, P.O.BOX 13969. ACCRA



Application for Appointment as *(please indicate the post & subject of interest)*.....

Phone Number.....

1. Personal Particulars:

Surname (BLOCK LETTERS)..... (Title).....

Other Names:.....

Present Address:.....

.....

Age:..... Date of Birth:.....

Place of Birth:..... Home Town:.....

Religion :..... Denomination:.....

Nationality and how acquired:.....

If naturalised citizen, give number and date of certificate and name in which it was granted.....

.....

Married/Single/Divorced.....

If Married, full name of Husband / Wife.....

Children *(Names and Ages)*.....

.....

How will you describe your health?.....

.....

Passport number(s) held by you, wife and each child, with dates(s) and place(s) of issue and dates of expiry:

.....

.....

2. Education

i. School (s) attended (Secondary/Commercial/Technical) with dates:

SCHOOLS	DATES		DETAILS OF EXAMINATION RESULTS	
	From	To	Certificate Awarded	Subject Studied

ii. Universities / Colleges

SCHOOLS	DATES		DETAILS OF EXAMINATION RESULTS	
	From	To	Degree Awarded	Area of Specialization

3. Employment Record:

(I) Present Employment:

Institution and Address	Date of Assumption	Position Held / Job Description

Present Salary: Salary Expected:

Name and Address of Head of Dept. /Institution.....

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(II) Previous Employment(s)

Institution	DATES		Position Held / Job Description
	From	To	

4. Research and / or Publication /Details:

5. Names and Address of THREE referees, (one should be a person under whom you have studied, another under whom you have worked, and the other one should be your Religious head)

(I) Name.....
Occupation.....
Address.....
Relation with applicant.....

(II) Name.....
Occupation.....
Address.....
Relation with applicant.....

(III) Name.....
Occupation.....
Address.....
Relation with applicant.....

6. If appointed, how soon after notification could you assume duty?

7. Are you prepared to sign the Code of Conduct of JPIT

8. State your level of computer literacy?

Signature of Applicant..... *Date:*.....

You may use the reverse side for further information if you wish.