

In The Name of The Most High



ISLAMIC UNIVERSITY COLLEGE, GHANA (IUCG)

**APPLICATION FORM FOR LECTURESHIP /
RESEARCH / CONSULTANCY AND SENIOR
ADMINISTRATIVE POSITIONS**

FIX PHOTO

HERE

Please, **READ** the Attached **GUIDELINES**
BEFORE COMPLETING This Application Form

=====

NAME OF APPLICANT::

POSITION APPLIED FOR:

=====

PLEASE, SUBMIT THIS FORM TO:

The Registrar

Islamic University College, Ghana (IUCG)

P.O. Box CT-3221, ACCRA. GHANA. West Africa.

Location: Adjiringanor / East Legon, Accra. GHANA

(Near Trassaco Estate)

Telephone: (030) 282-4064, (030) 282-4069, (030) 282-4072 (024) 499-4555

Fax: (+233-30) 282-4075

e-mail: iucg@yahoo.com / info@iug.edu.gh

Website: www.iug.edu.gh and iucg.miu.ac.ir



In the Name of the Most High

ISLAMIC UNIVERSITY COLLEGE, GHANA

APPLICATION FORM FOR TEACHING AND ADMINISTRATIVE POSITION

A1. POSITION APPLIED FOR (TICK): FULL-TIME TEACHING/RESEARCH PART-TIME TEACHING ADMINISTRATION
 A2. TYPE OF APPLICATION (TICK): NEW UPGRADE / PROMOTION CONVERSION -- PART-TIME TO FULL-TIME -- FULL-TIME TO PART-TIME

B. PERSONAL PARTICULARS

B1a. NAME: _____ B1b. PREVIOUS NAME: _____
[Name should be written exactly as written on certificate(s); UNDERLINE Surname]

B2. TITLE: PROF. DR. ALHAJI HAJIA MR. MRS. MADAM MISS OTHER (Specify) _____

B3. DATE OF BIRTH: ____/____/____ B4. GENDER: Male Female B5. PLACE OF BIRTH: _____
 Day Month Year Town/Village and Region/Country

B6. MARITAL STATUS: (a) Single Married Separated Divorced Widowed (b) No. of Children: _____

B7. NATIONALITY: (a) Ghanaian Passport No. ____ / National ID No. ____ / Voter's ID No.: ____ Other (Specify) No.: _____
 (b) Non-Ghanaian Country _____ Passport No.: _____ Residence Permit No.: _____

B8. RESIDENTIAL ADDRESS: _____

B9. CURRENT (OR LAST) WORK PLACE (INSTITUTION/COMPANY, STREET ADDRESS/LOCATION): _____

B10. PRESENT OR LAST (TEACHING OR ADMINISTRATIVE) POSITION OR RANK: _____

C. ACADEMIC AND PROFESSIONAL QUALIFICATION(S): Highest Qualification First: Specify ALL Degrees Obtained (with Specialisation, as on Certificate)

a)	_____	_____	_____	_____
	<i>Ph.D / DBA / Second Masters</i>	<i>Year</i>	<i>University</i>	<i>City/Town and Country</i>
b)	_____	_____	_____	_____
	<i>MA/MSc/MBA/MPhil/ACCA/ICCA/ICAG</i>	<i>Year</i>	<i>University / Professional Institute</i>	<i>City/Town and Country</i>
c)	_____	_____	_____	_____
	<i>Bachelor's degree /Part ACCA/ICCA/ICAG</i>	<i>Year</i>	<i>University / Professional Institute</i>	<i>City/Town and Country</i>

** NOTE: FOR TEACHING/RESEARCH APPLICATION, GO TO SECTION D; AND FOR POSITION IN ADMINISTRATION, GO TO SECTION F.

D. TEACHING/LECTURING EXPERIENCE

D1. DO YOU HAVE TEACHING/LECTURING EXPERIENCE AT TERTIARY EDUCATION LEVEL?: YES NO

D2. IF YES, STATE TEACHING/LECTURING EXPERIENCE: (Tertiary AND/OR Professional Institutions ONLY)

a)	_____	_____	_____	_____
	<i>University /Institution</i>	<i>Academic Status / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>
b)	_____	_____	_____	_____
	<i>University /Institution</i>	<i>Academic Status / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>
c)	_____	_____	_____	_____
	<i>University /Institution</i>	<i>Academic Status / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>

D3. WORKING (NON-TEACHING) EXPERIENCE: (If any; Most Recent AND/OR Relevant ONLY)

(a)	_____	_____	_____	_____
	<i>Institution / Company</i>	<i>Position / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>
(b)	_____	_____	_____	_____
	<i>Institution / Company</i>	<i>Position / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>
(c)	_____	_____	_____	_____
	<i>Institution / Company</i>	<i>Position / Rank</i>	<i>Years [from – to--]</i>	<i>City/Town and Country</i>

D4. RESEARCH AND CONSULTANCY WORKS UNDERTAKEN

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

(NOTE: ADD extra sheets, if required. ALTERNATIVELY, list Research and Consultancy Works fully in CV and attach).

E. FACULTY AND DEPARTMENT APPLIED TO TEACH IN:

E1. SPECIFY FACULTY AND DEPARTMENT/OPTION OF YOUR CHOICE AND THE COURSES YOU CAN COMFORTABLY HANDLE:

FACULTY	PROGRAMMES OFFERED AT IUCG	APPLICANT'S CHOICE OF PROGRAMME [Tick <input checked="" type="checkbox"/>]	SPECIFY CODE AND TITLE OF COURSES/SUBJECTS TO TEACH IN THE CHOSEN PROGRAMME [<u>FULL-TIME</u> : AT LEAST FOUR COURSES IN EACH SEMESTER]
(1) FACULTY OF ARTS	(1) BA (Religious Studies) (2) M.Phil (Islamic Studies), Qur'anic Exegeses and Science Option (3) BA (Communication Studies), with Specialisations/Options in: (a) Journalism (b) Advertising (c) Public Relations
(2) FACULTY OF BUSINESS ADMINISTRATION	(1) BBA (Accounting) (2) BBA (Banking & Finance) (3) BBA (Marketing) (4) BBA (Human Resources Management) (5) BBA (Management Information Systems)
(3) GENERAL <u>AND</u> OTHER COURSES	(1) Liberal Arts (Philosophy, Psychology, Logic, etc.) (2) Social Sciences (Sociology, Economics, Law, Political Sc., Management, Entrepreneurship, etc.) (3) Quantitative (Mathematics, Statistics, Critical Thinking, Decision Sciences, Research Methods) (4) Languages (English, Arabic, French, Chinese) (5) Other (Specify)

E2. ACADEMIC STATUS (OR RANK) APPLIED FOR : _____

[Indicate: Teaching Asst./Graduate Asst./Tutor/Asst. Lecturer/ Lecturer /Senior Lecturer /Assoc.Professor /Professor]

E3. FOR TEACHING/RESEARCH POSITION, PLEASE GO TO SECTION H.

F. PREVIOUS EXPERIENCE IN ACADEMIC ADMINISTRATION

F1. DO YOU HAVE ADMINISTRATIVE EXPERIENCE AT TERTIARY EDUCATION LEVEL?

YES

NO GOTOF3

F2. IF YES, STATE ADMINISTRATIVE EXPERIENCE: (Tertiary AND/OR Professional Institutions ONLY)

- (a) _____
University /Institution *Administrative Title / Rank* - *Years [from – to--]* *City/Town and Country*
- (b) _____
University /Institution *Administrative Title / Rank* - *Years [from – to--]* *City/Town and Country*
- (c) _____
University /Institution *Administrative Title / Rank* - *Years [from – to--]* *City/Town and Country*

F3. OTHER WORKING (NON-TEACHING AND TEACHING) EXPERIENCE: (IF ANY; Most Recent AND/OR Relevant ONLY)

- (a) _____
Institution / Company *Position / Rank* - *Years [from – to--]* *City/Town and Country*
- (b) _____
Institution / Company *Position / Rank* - *Years [from – to--]* *City/Town and Country*
- (c) _____
Institution / Company *Position / Rank* - *Years [from – to--]* *City/Town and Country*

F4. RESEARCHED / CONSULTANCY AND PUBLISHED WORKS:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

(NOTE: ADD extra sheets, if required. ALTERNATIVELY, list Research and Consultancy Works fully in CV and attach).

G. ADMINISTRATIVE (NON-ACADEMIC) DEPARTMENT APPLIED TO WORK IN:

G1. SPECIFY ADMINISTRATIVE (NON-ACADEMIC) DEPARTMENT AND THE SECTION/UNIT OF YOUR CHOICE

ADMINISTRATIVE DEPARTMENT	SECTION / UNIT	APPLICANT'S CHOICE OF SECTION / UNIT [Tick <input type="checkbox"/>]
(1) OFFICE OF THE PRESIDENT	(1) Cultural and Religious Affairs	
	(2) Internal Quality Assurance Unit (IQUA)	
	(3) Public Relations and International Relations Office	
	(4) Internal Audit Unit	
	(5) Office of Dean of Students	
(2) ACADEMIC ADMINISTRATION DEPARTMENT	(1) Student Admissions and Records	
	(2) Lecturer Recruitment and Records	
	(3) Examinations Office	
	(4) Academic Programme Reviews and Accreditation	
	(5) Library Services	
	(6) Faculty/Departmental Offices and Staff	
(3) GENERAL ADMINISTRATION DEPARTMENT	(1) University Registry	
	(2) Human Resource and Staff Development Section	
	(3) Finance and Accounts Section	
	(4) Procurement and Stores Unit	
	(5) General Services	

G2. ADMINISTRATIVE POSITION (OR RANK) APPLIED FOR : _____

[Indicate: Assistant Administrative Officer / Administrative Officer / Senior Administrative Officer / Director]

H. OTHER PERSONAL DETAILS

H1. RELIGIOUS AFFILIATION:

- (a) Islam Sect: _____
- (b) Christianity Denomination _____
- (c) African Indigenous Religion Specify _____
- (d) Oriental Religion Specify: _____
- (e) Other Specify: _____

H2. HOME TOWN: (Village or Town, District/Region/Country) _____

H3. TELEPHONE NUMBERS AND E-MAIL ADDRESS:

- (1) Office Tel.: _____
- (2) Home Tel: _____
- (3) Cell/Mobile Tel: _____
- (4) e-mail address: _____

J. ACADEMIC AND OTHER AWARDS RECEIVED: [IF ANY, specify Award Given, by which organization and year]

- (1)
- (2)
- (3)

K. NEXT OF KIN (Name): _____ Telephone No.: _____ Town/Region: _____.

M. REQUIRED ATTACHMENTS

- M1.** Two Passport-size Photographs (with one photo affixed to this Form)
- M2.** Curriculum Vitae (CV) -- recently updated
- M3.** Photocopy of EACH earned Degree/Diploma/Professional Certificate, etc. **Originals of Certificates** to be shown at interview or on request.
- M4.** A copy of the *researched Master's thesis* (for holders of Master's degrees ONLY) -- The thesis will be returned to the Applicant.
- M5.** Transcript of Master's subjects/courses studied (for Applicants who obtained *researched Master's degree* within the last three academic years).
- M6.** For candidates applying for Full-Time appointment in any Administrative position or in the rank of Lecturer or Asst. Lecturer or Tutor, please provide names and addresses of three Referees, at least one of whom must have been associated with the candidate's post-graduate studies.

[Please, FILL ALL SPACES as appropriate. An INCOMPLETELY-FILLED Form SHALL NOT BE CONSIDERED FOR APPOINTMENT!!]

N. CONDITIONS OF EMPLOYMENT FOR TEACHING STAFF [A PARTIAL LIST OF RULES OF ENGAGEMENT]

N1. GENERAL NOTICE: Full-Time Lecturer shall teach a minimum of 12 hours per Semester week. Part-Time Lecturer shall teach a maximum of 2 courses per week.

N2. The Conditions of Employment at Islamic University College, Ghana (IUCG) include (but not limited to) the Lecturer

1. Not being late to lectures/classes
2. Not being absent from class without informing Class Representative and obtaining permission from Head of Department/Faculty or the relevant Coordinator; the Lecturer must endeavour to make up for the lost class period.
3. Not re-scheduling Lecture Time Tables without written permission of Vice President (Academic Affairs), through Head of Department or Faculty
4. Providing Course Outline to students during the first week of the Semester and completing the topics stated therein by end of the Semester
5. Giving class assignments (at least one assignment per Semester or Trimester) and marking and returning all assignments for discussion in class
6. Submitting examination papers/questions on the assigned course(s) on the scheduled or due date(s) published in the *Semester Calendar*
7. Conducting Mid-Semester / Mid-Trimester Examinations (or Term Paper / Assignment) as part of Continuous Assessment of students
8. Marking examination scripts and submitting Exam Results on or before the scheduled dates published in the *Semester Calendar*;
9. Reading and abiding by the “dos and don’ts” of the **Ethics and Moral Code** of Islamic University College, Ghana (IUCG).

FOR FULL-TIME LECTURING/TEACHING/RESEARCH STAFF ONLY, the lecturer must additionally AGREE

10. To teach/lecture for a minimum of 12 hours per week and to spend another 12-hour period per week as contact time with students. Research staff may be required to teach a maximum of six hours. (NOTE: Teaching/lecturing beyond 12 hours per week in any Semester will be compensated at existing rate)
11. NOT to accept or undertake a part-time job (teaching or otherwise) outside IUCG without written permission from the President of IUCG.
12. To adhere to the University Rule that: “**Full-time job outside IUCG shall NOT BE PERMITTED under any circumstance**”.

N3. PENALTIES

A. For Part-Time Lecturers:

1. Infringements on the Conditions of Employment (or “Rules of Engagement”) numbers 1 to 5 above shall carry a penalty of Withholding the payment of the Lecturer’s teaching and other allowances until the infringement is rectified.
2. Failure to abide by the Conditions or Rules 6 to 9 above shall result in the Lecturer not being considered in future for any teaching appointment at IUCG

B. For Full-Time Lecturers:

Failure to abide by the Conditions or Rules 1 to 12 above shall result in (i) a reprimand or warning, or (ii) withholding of salary for a stated period, or (iii) summary dismissal, depending on the severity of the infringement of the Rules.

ATTESTATION

1. I,, hereby declare that the information given by me (in pages 2-to-8 of this Form) is correct and should be used as part of my permanent records at Islamic University College, Ghana (IUCG). I understand and hereby agree that should any of this information be found or proved to be false, the Teaching or Administrative Appointment offered me at IUCG SHALL BE WITHDRAWN IMMEDIATELY.
2. I have read and understood the Conditions of Employment above and the Penalties attached thereto. I hereby ACCEPT and PLEDGE TO ABIDE BY these Conditions/Rules and the consequent penalties.

APPLICANT’S SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE

A. FULL-TIME APPLICATIONS ONLY

TYPE OF APPLICATION (TICK ✓): NEW (F-T) UPGRADE / PROMOTION CONVERSION: -- PART-TIME TO FULL-TIME

DATE APPLICATION RECEIVED: -- FULL-TIME TO PART-TIME

ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION: (DATE)

DATE APPLICATION WAS SHORTLISTED AND APPLICANT INFORMED :

DATE APPLICANT WAS INVITED FOR INTERVIEW:..... INTERVIEW DATE:

RESULT OF INTERVIEW:

B. PART-TIME (TEACHING) APPLICATIONS ONLY

DATE APPLICATION RECEIVED:

RECOMMENDED FOR PART-TIME EMPLOYMENT BY: HEAD OF DEPT/FACULTY..... PROGRAM COORDINATOR

DATE OF APPROVAL OF PART-TIME EMPLOYMENT BY VICE PRESIDENT (ACADEMIC AFFAIRS):

SEMESTER OR TRIMESTER (AND YEAR) OF EMPLOYMENT:

DATE OF LETTER OF EMPLOYMENT FOR PART-TIME TEACHING:

C. FULL-TIME AND PART-TIME APPLICATIONS

ASSIGNED TO:

FACULTY / DEPARTMENT: ADMINISTRATIVE DEPT.:

OPTION / SPECIALIZATION: SECTION / UNIT:

IUCG EMPLOYEE CODE: *iCampus* CODE:

VETTING OF APPLICANT'S QUALIFICATIONS BY ACADEMIC ADMINISTRATION DEPARTMENT:

Comments: Master's Thesis Provided: YES NO

Name: Signature: Date:

FOR PART-TIME LECTURERS ONLY: PERFORMANCE (TO BE FILLED EACH SEMESTER OR ANNUALLY):

SEMESTER: 1 OR 2 OF AY 20 - 20 . STUDENTS' EVALUATION:

FACULTY/DEPARTMENT HEAD'S EVALUATION:

RECOMMENDATIONS OF V-P (ACADEMIC AFFAIRS) FOR SUBSEQUENT SEMESTERS/TRIMESTERS:

ACADEMIC YEAR: 20.../ 20...:	SEM-1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	///	SEM-2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
ACADEMIC YEAR: 20.../ 20...:	SEM-1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	///	SEM-2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
ACADEMIC YEAR: 20.../ 20...:	SEM-1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	///	SEM-2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

ISLAMIC UNIVERSITY COLLEGE, GHANA (IUCG)

GUIDELINES FOR COMPLETING THE IUCG EMPLOYMENT APPLICATION FORM (FOR TEACHING/RESEARCH AND ADMINISTRATIVE POSITIONS) [GUIDE TO Form: IUCG/LRCP-2]

[PLEASE, WRITE CLEARLY IN BLOCK LETTERS]

<p><u>SECTION A: POSITION APPLIED FOR</u></p> <p>A1. Choose and Tick the appropriate box.</p> <p>A2. (a) Tick NEW if application is NEW TO IUCG, whether for Teaching/Research or Administrative position</p> <p style="padding-left: 20px;">(b) Tick UPGRADE/PROMOTION if application is for promotion in the Teaching/Research or Administrative Grades</p> <p style="padding-left: 20px;">(c) Tick CONVERSION if application is for consideration as Full-Time Lecturer after 2 or more years as a Part-Time Lecturer in IUCG. Interview with External Assessor(s) will be required.</p>	<p><u>B8. RESIDENTIAL ADDRESS</u></p> <p>What is your current home address? Include Town and suburb. (Also, the Region).</p> <p><u>B9. CURRENT (OR LAST) WORKPLACE</u></p> <p>State the name of Institution or Company, street address and location (Town, suburb & Region) (ADD Workplace telephone number, if known)</p> <p><u>B10. PRESENT OR LAST POSITION HELD</u></p> <p>State your position or rank in the present (or last) Workplace (University/Institution/Company or self-employment)</p>
<p><u>SECTION B: PERSONAL PARTICULARS</u></p> <p><u>B1a and B1b. NAME</u></p> <p>Enter your name (exactly as written on your certificates). Please, <u>UNDERLINE</u> the SURNAME.</p> <p>Full names (in the order stated here) must be the same as those used for all examinations taken. Provide legal proof for any previous change(s) in name.</p> <p><u>B2. TITLE</u></p> <p>Choose and Tick the appropriate Title box or boxes. Examples: 1 box -- MRS, ALHAJI, DR. 2 boxes: -- HAJIA MRS, ALHAJI DR.</p> <p><u>B3. DATE OF BIRTH</u></p> <p>Enter your birthday in the format: dd/mm/yyyy Example: 14/08/1985</p> <p><u>B4. GENDER:</u> Tick as appropriate</p> <p><u>B5. PLACE OF BIRTH</u></p> <p>State Town/Village and Region where you were born</p> <p><u>B6. MARITAL STATUS AND CHILDREN:</u></p> <p style="padding-left: 20px;">(a) Tick in the appropriate box</p> <p style="padding-left: 20px;">(b) State the number of your Children (in figures) Example: 0, 3, 8.</p> <p><u>B7. NATIONALITY</u></p> <p style="padding-left: 20px;">(a) Ghanaians – Tick appropriately and specify (by <u>underlining</u>) which legal document and number.</p> <p style="padding-left: 20px;">(b) Non-Ghanaians -- specify country of nationality, passport number and, if available, the residence permit to stay in Ghana.</p>	<p><u>SECTION C: ACADEMIC AND PROFESSIONAL QUALIFICATIONS</u></p> <p>a) State the highest or latest qualification (including a second Master's degree) here. Write the degree and specialization on the certificate. Did the degree require at least one year research period?. State the University or Institution attended, year the certificate was issued, and the location of the University or Institution (Town and country).</p> <p>b) State the Master's degree obtained (with specialization, exactly as stated on certificate), and/or the professional qualification (all exams passed).</p> <p>c) State Bachelor's (or first) degree(s) obtained with specialization, and or the professional qualification (with Parts I and II exams passed).</p> <p><u>SECTION D: TEACHING/LECTURING EXPERIENCE</u></p> <p>D1. Any teaching experience at Tertiary Education level? Tick as appropriate. IF NO, GO TO D3. IF YES, Continue at D2.</p> <p>D2. List the Universities or Institutions (with locations) in which you have taught previously, the years spent there and the academic position(s) held.</p> <p>D3. WORKING EXPERIENCE</p> <p>Do you have any Working (Non-Teaching) Experience? IF NO, GO TO D4. IF YES, state here not-more-than three most recent or most relevant workplaces, positions held and years worked there.</p>

D4. RESEARCH AND CONSULTANCY WORKS

LIST the journal articles and books published, research and consultancy works undertaken, and any relevant academic or administrative assignments published by sponsoring organization/company.

(Use the **APA** referencing format here).

IF you have more than five journal articles/books/ research & consultancy assignments, Please ADD extra sheet(s) or list fully in your CV and attach to this Form.

SECTION E: CHOICE OF FACULTY AND**DEPARTMENT TO BE ASSIGNED TO****E1. DEPARTMENT OR OPTION OF INTEREST****(a) Third Column of the Table**

Choose the Faculty/Department and the Academic Programme(s) of interest to you and **TICK (✓)** in the appropriate ROW in the **third column of the Table**. You may choose to teach in one or two Academic Programme(s) and/or the General Courses.

(b) Fourth Column of the Table

Specify the courses or subjects you would comfortably teach or research in at IUCG. Full-Time Lectureship applicants should list at least eight courses (4 for First Semester and 4 for Second Semester), whilst Part-Time Lectureship applicants should list a total of 4 or 5 courses.

The full list of Courses is available at the Office of any Head of Department/Faculty and at Academic Administration Department (AAD).

E2. ACADEMIC STATUS (OR RANK)

(a) **For Full-Time applicants, please indicate** which Academic Grade or Rank you will like to be considered for upon appointment at IUCG. *See the complete list* of Ranks/Grades (from Teaching Assistant through to Professor) in this Section (bottom of page 3).

Application for a grade or rank not higher than your current rank from a recognized university (say, a Lecturer seeking new employment or conversion from a Part-Time to Full-Time appointment as a Lecturer in IUCG) may not require an interview with external assessors.

However, application for employment into a higher grade (say, a Lecturer from a recognized university seeking employment as Senior Lecturer at IUCG) SHALL be required to attend an interview with external assessors.

(b) Part-Time applicants should indicate their current academic grade or rank ONLY.

E3. FOR TEACHING/RESEARCH POSITION,**GO TO SECTION H.****SECTION F: PREVIOUS EXPERIENCE IN ACADEMIC ADMINISTRATION**

F1. Any administrative experience at Tertiary Education level? Tick as appropriate.

IF **NO**, GO TO **F3**.

IF **YES**, Continue at **F2**.

F2. List the Universities or Tertiary Institutions (with locations) in which you have worked, stating their locations, the years spent there and the position(s) held.

F3. OTHER WORKING EXPERIENCE

Do you have any other Working Experience?

IF **NO**, GO TO **F4**.

IF **YES**, state here not-more-than three most recent or most relevant workplaces, positions held and years worked there.

F4. RESEARCHED AND CONSULTANCY WORKS

LIST the books and articles/stories published, administrative manuals and student/staff handbooks as well as any relevant academic, consultancy or administrative assignments published by a sponsoring organization/company.

(Use the **APA** referencing format here).

IF you have more than five articles/books/research & consultancy assignments, Please ADD extra sheet(s) or list fully in your CV and attach to this Form.

SECTION G: CHOICE OF ADMINISTRATIVE SECTION AND/OR UNIT**G1. SECTION/UNIT TO BE ASSIGNED TO**

(a) The **first column of this Table** indicates the major Administrative Departments in the University College (IUCG). Each Administrative Department has a number of Sections and Units, which are listed in the **second column**.

(b) Specify in the **third column** the appropriate Section(s) or Unit(s) into which YOU WISH to be employed.

G2. ADMINISTRATIVE POSITION APPLIED FOR

State the administrative position (or rank) for which you wish to be considered, given your academic and professional qualifications and practical experience.

Administrative and professional positions in IUCG are:

- (i) Administrative Assistant / Accounts Officer / Assistant Internal Auditor II
- (ii) Asst. Admin. Officer [equivalent of Junior Assistant Registrar] / Asst. Accountant / Asst. Internal Auditor I
- (iii) Administrative Officer [equiv. of Assistant Registrar] / Accountant / Senior Asst. Internal Auditor
- (iv) Senior Admin. Officer [equiv. of Senior Asst. Registrar] / Senior Accountant / Deputy Internal Auditor
- (v) Director (Academic Admin) / Director (General Admin) / Principal Accountant / Internal Auditor

NOTE: The entry requirements (academic/professional qualifications and work experience for these positions can be found in SCHEDULES A and B to the STATUTES of IUCG.

SECTION H: RELIGIOUS AFFILIATION

(a) **For Islam and Christianity**, Tick as appropriate and specify which sect or denomination you belong to. *Islamic sects* include Sunni (Ahlu-Sunna/Tijaniyya), Ahmadiyya, Shia, etc) and *Christian denominations* include Catholic, Methodist, Anglican, Presbyterian, SDA Adventists, Charismatic etc.

(b) **For other Religions**, please specify name and type of religion and, where relevant, the denomination.

(c) The information requested here is for academic records and research purposes. **It is not meant to discriminate against any person** holding religious views or belonging to a particular sect/denomination different from IUCG Management's.

SECTION J: HOME TOWN

State the name of your Hometown or Village and its location, including the District, Region and, for Non-Ghanaians, the country.

SECTION K: TELEPHONE NUMBERS AND E-MAIL

Provide your Office, Home and Mobile/Cell telephone numbers here, as well as your e-mail address. This information is meant to facilitate communication between the University and you personally.

SECTION L: NEXT OF KIN

Write the *name, telephone number*, e-mail address and *location* (town/village and address) of your next-of-kin.

In case of an emergency concerning your welfare and security at IUCG (such as emergency hospitalization, accident, etc.), your next-of-kin (parent or sibling or spouse or any relative or very close friend-of-the-family, living in the neighbourhood of Accra) shall be contacted.

SECTION M: REQUIRED ATTACHMENTS

Please, **provide ALL the required attachments** stated in this Section M.

SECTION N: CONDITIONS OF EMPLOYMENT

The Applicant must sign and date this Form after reading and understanding the General and Specific Conditions of Employment (partial list only). Other Conditions can be found in the University's *Students' Handbook* and the *Staff Employment Manual*.

NOTE:

FILL ALL SPACES as appropriate in this Form and PROVIDE ALL the required ATTACHMENTS!!!

An INCOMPLETELY-FILLED Form SHALL NOT BE CONSIDERED FOR APPOINTMENT!!