



# ENSIGN GLOBAL

## COLLEGE

**NON-TEACHING STAFF**

This Application Form should be completed and returned together with, copies of certificates and CV, to [hr@ensign.edu.gh](mailto:hr@ensign.edu.gh)

Application for appointment as (please indicate the post of interest) .....

**1. Personal Particulars:**

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

Other Names: .....

Present Address: .....

.....

Date of Birth: .....

Place of Birth: ..... Hometown: .....

Nationality: ..... How Acquired: .....

Married  Single  Divorced

If married, full name of Husband/Wife: .....

Children (Names)

Date of Birth

1. ....

2. ....

3. ....

4. ....

5. ....

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

**2. Education and Training**

a. School(s) attended – Secondary / Colleges/University			
	Date		Programmes/ Degree Awarded
	From	To	

**b. Qualifications etc. state the dates on which each was obtained**

**NB: Management of Ensign do not undertake to inform unsuccessful applicant of the reason for their rejection**

.....

.....

.....

.....

.....

.....

**3. Employment Record**

a. Previous Employment(s):

Name and Address of Employer	Date		Position Held	Monthly Net Salary
	From	To		

b. Present Employment:

Institution	Address	Date Employed	Position Held/ Description

Present Monthly Net Salary: .....

Name of Head of Dept/ Institution: .....

Email of Head of Dept/ Institution: .....

**4. Names and Address of TWO referees, Names of Relatives are not accepted.**

(one should attest your academic competencies, and the other your work ethics and experience)

I. Name: .....

Occupation: .....

**NB: Management of Ensign do not undertake to inform unsuccessful applicant of the reason for their rejection**

Address: .....  
Tel..... E-mail: .....  
Connection with Applicant: .....

II. Name: .....  
Occupation: .....  
Address: .....  
Tel..... E-mail: .....  
Connection with Applicant: .....

**5. General**

a. Have you any objections to reference being made to any of the employers named by you (including your present employer) .....

b. Are you bonded to serve in any other capacity? If so, give details.

.....  
.....

c. Do you have any additional information you wish to give? If so, use the space below

.....  
.....  
.....

6. State your computer literacy level.      Beginner     Intermediate     Advanced

7. If appointed, how soon after notification can you assume duty?.....

8. If appointed, what minimum net salary will you expect to receive monthly?.....

**DECLARATION**

I certify that the information given on this Form is correct. I understand any willful misstatement renders me liable to disqualification instant dismissal if engaged

Date .....

.....

Signature of Applicant