



Valley View University

Application for Employment

Application ID

V	V	U	H	R			
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For official use

Complete the application form in **BLOCKS CAPITALS** and send it with all supporting documents to:
The Deputy Registrar, Human Resources, Valley View University, PO Box AF595, Adentan – Flats, Accra.
Tel: 233-307011846 E-mail: hr@vvu.edu.gh

SECTION A PERSONAL DETAILS

Surname / Family /Last Name:	<i>Valley View University is owned by the Seventh – Day Adventist Church. All of its auxiliary enterprises are an integral part of the University’s operation</i>											
Mr. / Mrs. / Ms / Miss / Other (please specify)												
First Names:	Department:											
Other Names (if any):	Nationality:	Social Security No:	National ID No:									
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female												
Date of Birth: <table style="display: inline-table; vertical-align: middle;"><tr><td style="text-align: center; font-size: small;">Day</td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black;"></td></tr><tr><td style="text-align: center; font-size: small;">Month</td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black;"></td></tr><tr><td style="text-align: center; font-size: small;">Year</td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; border: 1px solid black;"></td></tr></table>	Day			Month			Year			Place of Birth:		
Day												
Month												
Year												
Contact Address:	Religious Affiliation:											
	If Adventist indicate local Church:											
Email:	Tel Phone:	Mobile:										
Languages Spoken and Written:												

SECTION B FAMILY INFORMATION

<i>Relation</i>	Surname	First Name	Date of Birth
<i>Spouse</i>			
<i>Child 1</i>			
<i>Child 2</i>			
<i>Child 3</i>			
<i>Child 4</i>			

SECTION C**EDUCATIONAL/PROFESSIONAL QUALIFICATION**

Please attach certified copies of transcripts and certificates.

School / Institution/ College	Date of Attendance		Degree / Certificate Earned	Specialization
	From	To		

Please list professional registration, certificates or licenses you hold:

Type	Issued by	Expiry date	Remarks

SECTION D**EMPLOYMENT HISTORY**

Current Employment:	Job Title:				
	Name and Address of Company / Employer:				
	Start Date	Leaving Date	Starting Salary	Final Salary	Name of Immediate Supervisor
Previous Employment:	Job Title:				
	Name and Address of Company / Employer:				
	Start Date	Leaving Date	Starting Salary	Final Salary	Name of Immediate Supervisor
If you have worked with VVU before when did you leave and why?					

SECTION E		JOB DESIRED	
Position(s) you are applying for:	First Choice:		
	Second Choice		
Type of Employment:	Full – time: <input type="checkbox"/>	If Part – time indicate days you will be available:	
	Part – time: <input type="checkbox"/>		
IF offered employment how long do you intend to work with us?			
Minimum wage/salary acceptable: GH¢		When can you start work?	

SECTION F		REFEREES	
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Character:	Name:	Position:
	Address	
	Email:	Phone:
Academic:	Name:	Position:
	Address:	
	Email:	Phone:
Professional	Name:	Position:
	Address:	
	Email:	Phone:

SECTION G		ATTACHMENTS	
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All Applicants:

Please send only certified copies of your documents. Do **not** include original copies of your documents. Valley View University will NOT accept responsibility of loss of any original documents.

Applicants should attach and accordingly check the following:

- a. Certified copies of all your certificates, diplomas and degrees (Bachelor’s and Master’s Levels) from, at least, nationally recognized institutions
- b. Copies of birth certificates of yourself, spouse and children (Upon Employment)
- c. Curriculum Vitae



Applicants seeking Teaching appointments need to satisfy the following requirements:

- a. Minimum academic qualification of a research based Masters Degree
- b. A minimum graduate cumulative Grade Point Average [CGPA] of 3.0 on a 4.0 scale
- c. A minimum of 38credits of course work in the teaching area at Bachelor’s level
- d. A minimum of 18 credits of course in the teaching area at Master’s level

Please note that Valley View University recognizes and values the following degrees but **not** for faculty appointments and promotions:

- a. Degrees earned through correspondence
- b. Degrees earned through open programmes
- c. Degrees earned through executive programmes
- d. Honorary degrees
- e. Degrees not earned through examinations

All academic transcripts from institutions attended, as well as reference letters, should be sent directly to:

The Deputy Registrar, Valley View University, PO Box AF595, Adentan – Flats, Accra.

Please note that no permanent employment will be offered until official transcripts and other documents are received and verified by the University.

SECTION H	DECLARATION
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I certify that the information contained is correct and complete to the best of my knowledge. I understand that the falsification of this is grounds for refusal to hire, or if hired, dismissal.

I authorize any of the persons or organizations referenced in this application to provide Valley View University and all information the university might need personal or otherwise, with regard to any subjects covered by this application. I hereby release such parties from all liability of any damage that may result from furnishing such information.

I agree that if offered employment, I will conform to the policies and Christian principles of the University which may at any time be changed, interpreted, withdrawn or added to by the University at any time, at the University’s sole option.

I further understand that, if employed, I will be subjected to a qualifying (probation) period, which may be extended at the discretion of the University, and will be required to provide additional pertinent information about my nuclear family, if any, and myself.

Signature _____

Date _____

FOR OFFICIAL USE ONLY Comments	Received by:	Initials	Date	Signature	
	Interview:				
	Waiting list Selected for Interview	<input type="checkbox"/> <input type="checkbox"/>	Tick	If selected, date of interview:	
	Appointment:				
	Waiting list Appointed	<input type="checkbox"/> <input type="checkbox"/>	Tick	If appointed Date approved:	
	Appointment accepted Appointment refused	<input type="checkbox"/> <input type="checkbox"/>	Tick	Date:	