**PERSONAL RECORD FORM OF THE GHANA EDUCATION SERVICE**

**(TEACHING AND NON-TEACHING)**

Full Name: ……………………………………………………………………………. Sex: ………………….. Reg. No: ………………………

 ***(BLOCK LETTERS, SURNAME FIRST)***

Payroll No: ………………………………… Staff ID No: ……………………………… SSF No: …………………………………………….

Bank: …………………………………………. Branch: ……………………………. Account No: ……………………………………………

Date of Birth: ……………………………. Date of First Appointment and Grade: …………………………………………………

……………………………………………………….. Date Confirmed: …………………………………………………………………………….

Nationality: ……………………………………………………………………………………………………………………………………………….

Hometown and Address: ………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………….

Telephone No: …………………………………………………………. Email Address: ……………………………………………………..

Next of Kin: …………………………………………………………….. Relationship: …………………………………………………………

Marital Status (whether married, single or widowed): ………………………………………………………………………………

Children’s Name and their Birth Dates:

1. ……………………………………………………………… 4) …………………………………………………………………
2. ……………………………………………………………… 5) …………………………………………………………………
3. ……………………………………………………………… 6) …………………………………………………………………

Languages;

1)…………………………………… 2)…………………..………..……. 3)………………..……..……….… 4)………………….………………

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Level** | **Subjects Passed** | **Year** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |
| 6) |  |  |

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **From** | **To** | **Date of Award Of Certificate** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROMOTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Kind of** | **Effective Date** | **Salary Scale** | **Point of Entry** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Address of Present Station: ………………………………………………………………………………………………………………………

Present salary: ………………………………………………………………………………………………………………………………………….

**\*IF NAME HAS EVER BEEN CHANGED PLEASE STATE**

|  |  |  |
| --- | --- | --- |
| **Former Name** | **Date of Change** | **Authority** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PARTICULARS OF EMPLOYMENT/POSTINGS SINCE LEAVING SCHOOL/COLLEGE**

(Indicate appropriate, with dates, any break or discontinue of service, eg. Study/maternity leave, Sick leave/resignation/dismissal/suspension etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Particulars of Employment/Postings etc | From | To | Remarks with Dates |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |

***\*Please attach current payslip***

*I certify that the information given on this form is correct*

*…………………………………………………20…….. ………………………………………………..*

Signature of teacher/officer

 ………………………………………………………………………………………

 (Signature of Director/Assistant Director/Local Head)

Note: complete where applicable