

**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*

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Signature of teacher/officer

.....  
(Signature of Director/Assistant Director/Local Head)