

UNIVERSITY OF CAPE COAST

DIRECTORATE OF HUMAN RESOURCE

APPLICATION FORM FOR PROMOTION/UPGRADING (JUNIOR & SENIOR STAFF)

This form is to be completed and submitted together with the applicant's certificate(s), Curriculum Vitae (C. V.) and other necessary documents to the Director, Directorate of Human Resource, University of Cape Coast

Application for promotion/upgrading to the post of:

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PART I APPLICANT'S PERSONAL DATA

(This part is to be completed by the staff applying for the promotion)

- i. Name:
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- ii. Staff number: Junior Staff: [] Senior Staff: []
- iii. Date of birth:
- iv. Contact: Email:
- v. Current designation/rank:
- vi. Date promoted to current designation/rank:
- vii. Current salary scale and step:
- viii. Highest academic/professional qualification possessed:
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- ix. Current department:
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- x. Last department served:
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- xi. Duties performed in current designation/rank:
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- xii. Justification for promotion:
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(Part II & III are to be completed by head/supervisor)

PART II GENERAL ASSESSMENT OF APPLICANT

Please state your general assessment of the applicant

a. Strength(s):

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b. Weakness(es):

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c. Knowledge on the job:

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d. Interpersonal relations:

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e. Punctuality and dependability:

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PART III RECOMMENDATION

Would you recommend applicant for promotion/ upgrading to assume higher responsibility?

Yes: [] No: []

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Name of Head/Supervisor Date Signature & Stamp

Please, do not give completed form back to applicant. Forward completed form under confidential cover to the Director, Directorate of Human Resource.