



Grace Temple Institute, LBG

"A Mind Is A Terrible Thing To Waste"

EMPLOYMENT APPLICATION

APPLICANT'S INFORMATION

Date of Application: _____ Phone #: _____ Position Desire _____ Pay Desire _____

Are you a citizen of Ghana/Ecowas/Foreigner? ☐ Yes ☐ No ☐ Country of Citizenship _____

SSNIT: _____ Ghana Card #: _____

Name: _____ GPS Address: GW _____
First Name Surname Middle Name

How did you hear about this position? ☐ Friend ☐ Relative ☐ Advertising ☐ Former GTI Staff: _____
Have you ever worked for Grace Temple Institute ☐ Yes ☐ No ☐ **Write below your Dept & Subject of Expertise**

NURSERY - KG	LOWER PRIMARY	UPPER PRIMARY	JUNIOR HIGH	ADVANCE PLACEMENT	REMEDIALS

Have ever been accused or labeled as lacking moral & professional professionalism?

Check as applies:

- > ☐ Taking home school property without permission, e.g. markers, pens and books etc.
- > ☐ Moral deficiency – taking unrealistic days off for personal affairs.
- > ☐ Non-performance at work > ☐ Insubordination; e.g. abandoning duty post for personal business affairs
- > ☐ Quit a job without proper notice; causing disruption in the students' learning focus work ethics.

NOTE: IF HIRED BEFORE INVESTIGATIONS ARE COMPLETE, YOU WILL BE DISMISSED IMMEDIATELY.

CURRENT EMPLOYMENT (PRIOR)

Company/Institute: _____ Current Salary _____

Job Title: _____ Date Worked: From _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? ☐ Yes ☐ No Phone#: _____

Reasons for Leaving: _____

Company/Institute: _____ Salary: _____

Job Title: _____ Date Worked: From _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? ☐ Yes ☐ No Phone#: _____

Reasons for Leaving: _____

EDUCATION BACKGROUND

Did you attend Senior High School? ☐ Yes ☐ No Dates Attended: From: _____ To: _____

Name of School _____ Graduated? ☐ Yes ☐ No

Year Graduated: _____ Type of Degree: _____

WAEC RESULTS MUST BE ATTACHED FOR PLACEMENT PURPOSES ONLY
(Your Hiring Date will ONLY be given when WAEC/WAECE results are attached)

School Location (Town & Region) _____ School Phone#: _____

Did you attend any University? ☐ Yes ☐ No Dates Attended: From: _____ To: _____ Name of School _____ Graduated? ☐ Yes ☐ No Year Graduated: _____

Type of Degree: _____

School Location (Town & Region) _____ School Phone#: _____ **Did**

you attend any training program? ☐ Yes ☐ No Dates Attended: From: _____ To: _____ Name of Training center _____ Graduated? ☐ Yes ☐ No Year Graduated: _____

Type of Degree: _____ School Location (Town & Region) _____ School Phone#: _____

REFERENCES

Please list two professional references: (no pastor or church members) MUST **BE WORK RELATED IN**

CASE OF EMERGENCY CONTACT

Name _____ Phone#: _____

Relationship : _____ Company: _____

PROFESSIONAL REFERENCE #1 (No Pastor/Church Members)

Name _____ Phone#: _____

Relationship : _____ Company: _____

PROFESSIONAL REFERENCE #2 (No Pastor/Church Members)

Name _____ Phone#: _____

Relationship : _____ Company: _____

PROFESSIONAL REFERENCE #3 (No Pastor/Church Members)

Name _____ Phone#: _____

Relationship : _____ Company: _____

I _____ certify that my answers are true, accurate and complete to the best of my knowledge.

I understand that, if any false or misleading information on my application/ or interview comes to Grace Temple Institute, LBG Human Resource's attention, my employment at Grace Temple Institute, LBG and its affiliates shall be null and void.

I, also understand that consistent ABSENCE from DUTY POST for more than two days in a week, will be deducted from my salary and may consequently result in my getting released from my employment with Grace Temple Institute, LBG and its affiliates

Signature: _____ Date: _____ TIME: _____

HUMAN RESOURCE FOLDER

REQUIRED & ACCEPTABLE DOCUMENTATION ATTACHED

If attached, circle next to item

DOCUMENTS REQUIRED		INTERVIEW DETAILS	
Letter of Intent		Application Date	
Two Current Passport Size Photos		Date of Interview	
College/University Certificate		Current Salary	
WAEC Exam Results		Negotiated Accepted Salary	
College Results		Date of Acceptance	
SSNIT #		Date of Hire	
Ghana Card #		Starting Date	

JOB PERFORMANCE EVALUATION		
	SCORE	SALARY INCREASE
Excellent		
Satisfactory		
Needs Improvement		
Lack of Performance		
Incompetence in Subject teaching		
Incompetence in Classroom Management		
Willing to Adapt to New challenges		
Teaching as a Hobby		