

**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

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(Signature of Director/Assistant Director/Local Head)