



**UNIVERSITY OF CAPE COAST  
INSTITUTE FOR DEVELOPMENT STUDIES (IDS)**

**APPLICATION FORM FOR ADMISSION TO THE APADEP CAREER-ORIENTED  
EXECUTIVE POSTGRADUATE CERTIFICATE IN LABOUR POLICY STUDIES**

1. Surname: .....

First Name: .....

Middle Name(s) (if any): .....

Title: .....

Sex:                      Female [ ]                      Male [ ]

2. Date and Place of Birth: .....

3. Nationality: .....

4. Marital Status: .....

5. No. of Children: .....

6. Religious Affiliation (if any): .....

7. Next of Kin

(a) Name and address of next of Kin: .....

(c) Relationship to Applicant: .....

8. Contact Address (Address to which all communication in connection with this application should be sent – postal and residential address, including day time telephone numbers and email address):

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Emergency Contact: (Name and address of person to contact in case of an emergency – postal and residential address including day time telephone numbers and email address)

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9. Academic Qualifications

Name of School/Institution	Degree/Certificate	Years Enrolled	
		From	To

10. Examinations Taken (indicate subjects passed with grades)

Title of Examination & Date	Subjects Passed with Grades

11. Language Proficiency

- a. Have you ever studied at the secondary or post secondary level with English as the medium of instruction?                      Yes [ ]                      No [ ]
- b. Have you taken any English test?                      Yes [ ]                      No [ ]

c. If yes, please provide the following

i. Test date: .....

ii. Test name: .....

iii. Results (If awaiting results please submit the results as soon as possible):.....

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12. Employment History. If you are currently employed, state

a. Present Occupation (Position title, and duties/responsibilities): .....

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b. Name and Address of Employer: .....

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13. Give details of previous employment (Employing Institution, Position title, and duties/responsibilities with date

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14. Other Qualifications and Experiences Relevant to your Application:

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15. Indicate how you expect to finance your study at the University

- a. Self-financing [ ]
- b. Employers [ ]
- c. Fellowship (indicate source): .....

16. Give details of two referees one of whom should be connected with your academic or professional work:

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**17. APPLICANT'S DECLARATION (To be filled by applicant)**

I declare that all the information supplied in this application and supporting documentation is correct and complete. I acknowledge that the withholding of information or provision of incorrect documentation and false information in relation to my application may result in the cancellation of any offer or enrolment for this programme.

Signature of Applicant: ..... Date: .....

**18. SUPPORTING DECLARATION**

(This declaration should be signed by the Management/Director/Chief Executive who should also endorse one of the passport-sized photographs on the reverse side. This application will be invalid if this declaration is not signed.)

I certify that the photograph endorsed by me is the true likeness of the applicant

(Include title): .....

who is personally known to me. I have inspected his/her certificates and I am satisfied that the names on them conform to those by which, to the best of my knowledge, he/she is officially known.

Signature: .....

Date: .....

Name: .....

Status: .....

Address (Official Stamp): .....

#### 19. Additional Requirements and Attachments

- a. In all cases the following enclosures should accompany the application forms
  - i. Certified true copies of all certificates
  - ii. Academic Transcripts (where applicable)
  - iii. Birth/Baptismal Certificates
  - iv. Reference letter from applicants head of work or national trade union or trade association leader
  - v. Detailed Curriculum vitae
  - vi. Three (3) recent passport size photographs (one of the photographs should be endorsed using the supporting declaration above. The name of the applicant should be written at the back of the remaining photos).

#### **IMPORTANT NOTICE**

- i. Only applications which have met all the requirements in section 20 will be considered
- ii. All documents submitted in connection with this application become the property of the university.
- iii. Any change in address should be communicated to the APADEP Education Coordinator without delay.

**Applicants are required to send all completed forms and attachments to  
The APADEP Education Coordinator  
Institute for Development Studies  
University of Cape Coast  
Cape Coast  
Ghana**