

UNIVERSITY OF CAPE COAST

APPLICATION FORM FOR ACCOMMODATION – JUNIOR STAFF

- 1. Name .....
- 2. Current designation.....
- 3. Date of appointment.....
- 4. Department/Section .....
- 5. Mobile/Telephone No:.....
- 6. Present University accommodation (if any) .....

7. **Points**

- a. Length of Service .....  
(2 points for every year)
- b. Family Size: Number of registered children  
(1 point for a child up to a maximum of 5)
- c. Marital Status ..... (2 points for a marriage)
- d. Status (see overleaf for points) .....


**Note: A married couple within the same staff category may apply together using one application form.**

8. **Bungalow/Flat applied for in order of preference**

It is assumed that the applicant is willing to occupy, in order of preference, any bungalow/flat whose number he/she writes down and that he/she is **NOT WILLING** to occupy any bungalow/flat whose number he/she does not write down.

- (a)..... (d).....
- (b)..... (e).....
- (c)..... (f).....

Date .....

Signature .....

## STATUS POINTS

### Senior Clerk & Analogous Grades (10 points)

Stenographer/Secretary  
Senior Accounts Clerk  
Supervisor (Telephone)  
Head Porter  
Senior Departmental Assistant  
Senior Library Asst. Gd I  
Bindery Asst. Gd I  
Printing Asst. Gd I  
Head Inspector Gd I  
Foreman

### Clerk Gd I & Analogous (8 points)

Hospital Laboratory Asst. Gd I  
Dispensary Asst. Gd I  
Junior Telephonist  
Technical Asst. Gd I  
Departmental Asst. Gd I  
Junior Library Asst. Gd II  
Head Inspector Gd II  
Bindery Asst. Gd II  
Domestic Asst.  
Junior Foreman  
Senior Guard

### Clerk Gd II & Analogous (6 points)

Hospital Laboratory Asst. Gd II  
Dispensary Asst. Gd II  
Senior Typist  
Bookshop Asst. Gd III  
Porter  
Guard Gd I  
Head Laundry Man  
Enroll Nurse  
Telephonist

### Clerk Gd III & Analogous (4 points)

Accounts Clerk Gd III  
Audit Clerk Gd III  
Junior Porter  
Bookshop Asst. Gd IV  
Bindery Asst. Gd IV  
Asst. Draughtman Gd IV  
Time Keeper  
Ward Asst.  
Telephone Operator

### Typist Grade I & Analogous (2 points)

Technical Apprentice  
Stores Asst.  
Bindery Apprentice  
Apprentice Departmental Asst.  
Printing Apprentice  
Asst. Time Keeper  
Gardener  
Nurse Attendant