



**JOB APPLICATION FORM**

Attach recent  
coloured  
passport size  
photograph

*Note: Please study the form carefully before completing it.*

**APPLICATION FOR APPOINTMENT TO THE UMI SERVICE**

**Preamble:**

- (i) In the case of serving officers, to be completed in triplicate (Original in own handwriting) and submitted through their Responsible Officer.
- (ii) In the case of others, the form should be completed in triplicate (Original in own handwriting) and submitted direct to the Human Resource Manager UMI **(as per the advert)**.

1. Post Applied for and Reference Number ..... .....	
2. (i) Full name(Surname first in capital letters) ..... ..... ..... (ii) Date of Birth .....	Postal Address ..... ..... Email Address..... Telephone Number.....
3. Nationality ..... Home District ..... Sub County ..... Village .....	4. Are you a temporary or permanent resident in Uganda? ..... <b>National ID (NIN) number.....</b>
5. Present Employer .....	

6. Present post and Date appointment to it .....	
7. Present Salary and Scale(if applicable) .....	Terms of Employment (Tick as appropriate) & period Temporary/ Contract/ Probation/ Permanent
8. Marital Status (Tick as appropriate) Married/ Single/Widowed/ Divorced/ Separated	9. Number and age of Children ..... .....

**10. Details of Schools/ institutions attended:**

Years/Period	School/ Institution	Qualification attained	Award/Score/grading

11. (i) Did you/ pass the Uganda Certificate of Education Exams (UCE)? Indicate the year, subject and level of passes.

Year.....

Subject	Grade


(ii) Did you pass Uganda Advanced Certificate of Education Exams (UACE)? Indicate the year, subject and level of passes.

Year.....

Subject	Grade

12. Employment Record

Years/Period	Position held/ Designation	Employer i.e Name and Address

13. Have you ever been convicted on a criminal charge?  
 If so, give brief details including sentence  
 imposed.....  
 .....

**N.B:** Conviction for a criminal offence will not necessarily prevent an applicant from being employed but giving of false information in that context is an offence.

**14. Publications (Where required)**

<p>15. How soon will you be available for appointment if selected?.....</p> <p style="padding-left: 40px;">State the minimum salary expectation.....</p>
<p>16. (i) <b>Referees and their contacts</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>17. <b>Declaration:</b></p> <p>I hereby certify that to the best of my knowledge and belief, the particulars given in this form are true and complete in all respects.</p> <p><b>Signature of Candidate</b>..... <b>Date</b></p> <p>.....</p>
<p>(ii) <b>Recommendation</b> as to the suitability for the post applied for by the immediate Supervisor or/and any other Responsible Officer be given here. ( for serving officers)</p> <p>Name: .....Title/ Designation:.....</p> <p>Signature: .....</p> <p>Date:.....</p> <p>Organization.....</p>

***NB: 1. In respect of Section 10 and 11 certified copies of documents or other evidence like copies of appointment letters must be attached.;***

***2. Attach a summarized CV as well and evidence of Publications where required***