



**Uganda Kolping Society - National Office**

**Application for Employment Form**

**Please read through carefully and complete this form as accurately as Possible. Failure to provide full and accurate information will disqualify the application. Only candidates short-listed for interview will be contacted.**

Attach coloured  
Passport size  
Photograph here

Applications should be written in own handwriting (**BLOCK LETTERS**)

1(i) Date of the Advert. .... (ii) Post applied for and reference number .....	
2. (i) Full name (Surname first in capital letters) ..... ..... ..... (ii) Date of Birth DD/MM/YY..... Age..... Place of Birth..... District.....	Postal Address ..... ..... ..... E-mail Address..... Telephone Number.....
3. Nationality..... Home District..... Sub-county..... Village..... Religion.....	
4. Present Employer (particulars of contact person)..... Position..... Tel..... Postal address..... Email.....	
5. Present post and date appointed to it .....	
6. Present Gross Salary ( if applicable) ..... Your salary expectation (gross) .....	Terms of Employment (Tick as Appropriate) Temporary/Contract/Probation/Permanent Notice required on resignation (enter 0 if none is required).....
7. Marital status ( Tick as appropriate)	Number and ages of children

Married/Single/Widowed/Divorced/Separated	..... .....
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8. Details of Schools/Institutions attended ( in descending chronological order)

Year/Period	School/Institution	Award/Qualification Attained

9. (i) Give details of your Uganda Certificate of Education Exams (UCE)? Indicate the year, subject and level of passes

Year..... School..... Index No.....

Subject	Grade

(ii) Give details of your Uganda Advanced certificate of education (UACE)? Indicate the year, subjects and level of passes

Year..... School..... Index No.....

Subject	Grade

10. Employment Record		
Year/Period	Position held/Designation	Employer i.e. Name and Address
<p>11. Have you ever been convicted on a criminal charge? If so, give brief details including sentence imposed.....</p> <p>.....</p> <p>N.B: Having a criminal record will not necessarily exclude you from working with Uganda Kolping Society. This will depend on the nature of the crime, together with the circumstances and background of your offences or other information contained in the criminal record from Police/courts of law</p>		
<p>12. How soon would you be available for appointment if selected? .....</p> <p>State your minimum salary expectations.....</p>		
<p>13. I hereby certify that to the best of my knowledge and belief, the information given in this form is true and complete in all aspects.</p> <p>Signature of candidate..... Date.....</p>		
<p>14. All applicants are hereby asked to indicate the names and addresses of two responsible persons (not relatives) one of whom <b>must be a priest</b> with their day time telephone contacts to whom reference can be made in regard to character and ability.</p> <p>1. Name..... Tel.....</p> <p>Postal address..... Email.....</p> <p>Position.....</p> <p>2. Name..... Tel.....</p> <p>Postal address..... Email.....</p> <p>Position.....</p> <p><b>NB It would be most preferred if we get a written recommendations from these reference persons</b></p>		

**For section 8 and 9 certified copies of documents or evidence should be attached.**