



AFCOD-Uganda  
Empowering Communities

Attach  
Passport Photo

## **EMPLOYMENT APPLICATION FORM**

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Where did you see this job vacancy advertised? \_\_\_\_\_

Forename \_\_\_\_\_ Surname \_\_\_\_\_

**Statement of Interest:**

Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post using the sub headings according to the selection criteria in the person specification provided in this pack. You can list experience and knowledge gained from current and previous employment, voluntary work and any other activities which you consider relevant to this post.

Short listing is based only on the information you provide and on your ability to meet the selection criteria described in the person specification for this post.

Please continue on a separate sheet if necessary

**Qualifications / Training:**

Schools, Colleges or University:

Qualification/results	Institution	From (Month and year)	To (Month and Year)

Other relevant training / qualifications:

Course	From	To	Details

Current professional membership

Membership	Body

Please continue on a separate sheet if necessary

**Employment History:**

In chronological order starting from your present or most recent employer first

<b>Name and address of employer</b>				
<b>Dates employed</b>	<b>From (Month and Year)</b>		<b>To (Month and year)</b>	
<b>Job Title</b>			<b>Work Location</b>	
<b>Brief summary of duties and achievements</b>				
<b>Current / most recent salary (per annum gross)</b>			<b>Reason for leaving</b>	
<b>Notice Required</b>				

<b>Name and address of employer</b>				
<b>Dates employed</b>	<b>From (Month and Year)</b>		<b>To (Month and year)</b>	
<b>Job Title</b>			<b>Work Location</b>	
<b>Brief summary of duties and achievements</b>				
<b>Current / most recent salary (per annum gross)</b>			<b>Reason for leaving</b>	
<b>Notice Required</b>				
<b>Name and address of employer</b>				
<b>Dates employed</b>	<b>From (Month and Year)</b>		<b>To (Month and year)</b>	
<b>Job Title</b>			<b>Work Location</b>	
<b>Brief summary of duties and achievements</b>				
<b>Current / most recent salary (per annum gross)</b>			<b>Reason for leaving</b>	
<b>Notice Required</b>				
<b>Name and address of employer</b>				
<b>Dates employed</b>	<b>From (Month and Year)</b>		<b>To (Month and year)</b>	
<b>Job Title</b>			<b>Work Location</b>	
<b>Brief summary of duties and achievements</b>				
<b>Current / most recent salary (per annum gross)</b>			<b>Reason for leaving</b>	
<b>Notice Required</b>				

Please continue on a separate sheet if necessary

**Personal data:**

<b>First/Given Names</b>		<b>Surname/Family name</b>	
<b>Title (Ms/Miss/Mrs/Mr/Other) Please specify</b>			
<b>Full Address</b>			
<b>Telephone no (include country and area codes)</b>	<b>Home</b>		<b>Mobile</b>
<b>Personal Email</b>			
<b>If you are not available on your personal contact details, please provide us with alternative numbers/email and let us know if we need to be discreet</b>			
<b>Do you need a work permit to work in the country where the post is based?</b>	Yes	No	
<b>Please give dates of when you are unable to attend interview. We cannot undertake to avoid these dates but will try to do so.</b>			
<b>Please tell us below what arrangements, if any, would be needed if you are invited to interview.</b>			

**Referees:** (one should be your current or most recent employer)

Please note that any job offer is subject to two satisfactory references by your line managers in your two most recent employments. As part of our selection process we may seek references please advise us if you do not want us to contact referees at this stage.

	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name</b>		
<b>Job Title</b>		
<b>Relationship to you</b>		
<b>Full Address</b>		
<b>Email address (required)</b>		
<b>Tel no. (required - include country and area codes)</b>		
<b>Can we contact?</b>	Yes/No	Yes/No

Any data about you will be held confidentially and will only be used for recruitment to the post below, and for employment monitoring purposes, though this data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 6 months and if you are successful, the relevant information will be kept as part of your employee file.

**Declaration:**

I confirm that to the best of my knowledge all the information set out in this application are true and complete. I understand that any fabrication may lead to disqualification from the selection process or dismissal if appointed.

<b>Signed</b>		<b>Date:</b>	
---------------	--	--------------	--

Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration when we receive your application electronically.

Secretariat: Tank Hill Muyenga. P. O Box 26780, Kampala (EA). Tel: +256 772789171/ +256752889171  
Field Office: Plot 2 Kadhali Road, Northern Division, Iganga Town Eastern Uganda.  
Tel: +256713498535/ +256714404372  
Email: [admin@Afcoduganda.org](mailto:admin@Afcoduganda.org)/[info@afcoguganda.org](mailto:info@afcoguganda.org)  
Web:<https://www.afcoduganda.org>  
Social Links: Facebook, Twitter, LinkedIn, Skype, Google+ & Youtube: @AfcodUganda

**\*Please Do Attach Certified Copies of Certificates or Testimonials\***