

APPLICATION FOR CCM EMPLOYMENT

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|  N.B. Please note that the personal details submitted with this application will be detached from your application upon receipt. Application forms will be given a generic individual applicant reference number. The selection panel will shortlist applications using the applicant number only.  Please return your application to the email addresses provided in the TORs or Job Advert  |
| APPLICATION DETAILS   |
| Application for the Post of:   |  |
| Personal Details   |
| Surname:   |  |
| First Name(s):   |  |
|  Date of Birth:   |  |

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| (For Office Use Only)   |
| Applicant Number:  |    |

The questions on this form will enable us to obtain the information we need to assess your application in the fullest and fairest way. Please make sure that you answer all the questions. If you cannot fit your answers on the form you can use additional sheets of paper and/or CV, which you can attach to this Job Application form.

N.B. Please note that the personal details submitted with this job application form will be detached from your application upon receipt and used for monitoring purposes only and employment records, if the application is successful.

Remember to clearly read the instructions for each section and to provide the relevant copies of supporting documents with your Job Application.

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| Application Details   |  |
| Application for the Post of:   |  |
| Duty Station/Location:  |  |

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| Personal Details  |
| Surname:  |  | Title:  |  |
| First Name(s):  |  |
| Physical Address:  |  |
| P.O. Box Address:  |  |
| Tax Identification Number (TIN):  |  |
| Telephone Number (Mobile):  |  |
| Telephone Number (Home):  |  |
| Telephone Number (Work)  |  |
| Email Address:  |  |
| Preferred Contact Method:  |  |
| Do you hold a full Driving Licence?   |  |  |  |  |   |  |  |   |
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| What is your expected salary per month? You can indicate the exact net amount or provide a salary range.  |  |
| If offered the job/position, how soon could you start?   |  |
| Where did you see this advertisement?  |  |

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| Relationship with the Uganda CCM   |
| Do you have a family relationship with any CCM Board Member, Ex-Officio or anyone currently employed at the CCM Secretariat? If yes, please provide details  |
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| Cautions/Convictions  |
| The Uganda CCM aims to promote equality of opportunity for all applicants with the right mix of talent, skills and potential; and welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes ONLY when the conviction is relevant. Having a spent/unspent conviction will not necessarily exclude you from gaining employment with the Uganda CCM. The selection decision will depend on the circumstances and background to your offence(s). All successful applicants will be subject to Due Diligence & Criminal Records checks by the Uganda CCM. All applicants are required to answer the questions below. Please note – Failure to disclose information where asked could result in subsequent dismissal or disciplinary action if you were appointed.  |
| Do you have any unspent convictions?   |  |  |   |  |  |  |  |   |
|  |  |
| If yes, please give details of your offence and conviction(s), including dates and court conviction, below:  |
|  N/A  |
| Do you have any spent convictions?   |  |  |   |  |  |  |  |   |
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| Having a criminal conviction may not necessarily exclude you from gaining employment with the Uganda CCM. Have you ever been arrested, summoned by Court, indicted, dismissed due to gross misconduct, convicted or imprisoned for violation of any law? If there are any special circumstances that you want us to take into account, please provide details of this below:  |
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| Educational Qualifications and Training   |
| Please give details of relevant education, training and qualifications. ORIGINALS of Certificates of Education & Training specified in this application form MUST be produced at the interview.   |
| Name of School/ College/ University/Training Provider  | Date  | Certificates, Diplomas, Degrees or other Qualifications Obtained or Expected  |
| From  | To  |
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| Other Relevant Skills Training & Personal Development Courses Attended   |
| Please give details of other relevant Skills Training & Personal Development courses attended. ORIGINALS of Certificates of Training specified in this application form MUST be produced at the interview.   |
| Name of Training Provider  | Date  | Certificates obtained or expected  |
| From  | To  |
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| Membership of Professional Associations/Organizations   |
| Please give details of relevant membership of professional associations and organizations that you hold. ORIGINALS of Certificates of Membership of Professional Associations specified in this application form MUST be produced at the interview.   |
| Professional Association  | Membership Dates  | Certificate/Proof of Membership Available?   |
| From  | To  |
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| Current / Most Recent Employment   |
| Job Title:  |  |
| Date Started:  |  | Date Finished:  |  |
| Period of Notice Required  |  | Current Salary:  |  |
| Employer’s/Organisation’s Name and Address:  |   |
| Please State the Nature or Type of Business/ Sector your current Employer is Involved in  |   |
| Purpose of Current/ Most Recent Job Role, Duties and an Outline of Responsibilities:  |
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| If you are currently in a Management or Supervisory Position, Please State the Number of People you currently Supervise and indicate if these are Staff Members, Interns, Volunteers, Consultants, etc.  |
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| Reason For Leaving (if no longer with the above-mentioned Employer/Organization):  |
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| Employment History   |
| Please list all the jobs you have held, starting with the most recent job; and provide the full contact details of your previous employers that are relevant for this application.  |
| Full Name of Employer/ Organisation, Nature/ Type of Business/Sector involved in and Address  | Job Title, Salary and Brief Description of Role, Duties & Responsibilities  | Date  | Reason For Leaving  |
| From  | To  |
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| Key Achievements while in the Previous Employment Positions   |
| Please outline your key achievements during your various employment positions, starting with the most recent job/position.   |
| Full Name of Employer/ Organization  | Job Title  | Date  | Key Achievements during this Position  |
| From  | To  |
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| Positions of Leadership & Voluntary Work Experience   |
| Please give details of the various Positions of Leadership you have held and any Voluntary, Community or Professional Activities you have been involved with:   |
| Full Name of Organization/Institution  | Role/Position  | Date  | Key Achievements during this Position  |
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| Experience, Knowledge and Skills Relevant to the Position Applied for   |
| Please use the space below to demonstrate/provide evidence of your experience, knowledge and skills in relation to the essential/desirable criteria outlined in the person specification for the position you are applying for (please continue on a separate sheet if necessary):  |
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| Other Relevant Skills   |
| Please indicate below, details of any other skills you have in relation to the essential/desirable criteria outlined in the Person Specification for the position you are applying for e.g. Language skills, IT skills, etc.  |
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| Please use this space to provide any other additional information to support your application in relation to the essential/desirable criteria outlined in the person specification for the position you are applying for. e.g. This could be information to demonstrate that you are a more suitable candidate for the position, additional skills or advantages you bring to the position, etc. You do not have to provide additional information if you feel you have exhaustively provided this in the preceding sections.   |
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| Referees   |
| Please give the Name, Address and Telephone Number of Three (3) Referees, One Of Whom Must Be Either a Present or a Previous Employer. REFEREES MUST NOT BE RELATED TO YOU.  If you are an existing employee or are a volunteer applying for another position in the organisation, you must provide three (3) referees who can comment on your work practice, one of whom must be external to the Uganda CCM.  Please use CAPITALS and ensure that the full Address, Telephone and Email contact details are included   |
| FIRST REFEREE   |
| Name:  |  |
| Position:  |  |
| Address:  |  |
| Telephone Number:  |  |
| Email Address:  |  |
| Relationship to You:  |  |
| May we contact Referee 1 prior to interview for the position(s) applied to?  |  |  |  |  |  |  |   |
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| SECOND REFEREE  |
| Name:  |  |
| Position:  |  |
| Address:  |  |
| Telephone Number:  |  |
| Email Address:  |  |
| Relationship to You:  |  |
| May we contact Referee 2 prior to interview for the position(s) applied to?   |  |  |   |   |  |   |
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| THIRD REFEREE   |
| Name:  |  |
| Position:  |  |
| Address:  |  |
| Telephone Number:  |  |  |  |
| Email Address:  |  |  |  |
| Relationship to You:  |  |  |  |
| May we contact Referee 3 prior to interview for the position(s) applied to?  |  |  |   |   |  |  |   |
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| Declaration   |
| I confirm that the information given in this application is true and correct to the best of my knowledge; and understand that wrongful completion or provision of misleading information will invalidate any contract of employment that may be offered to me by the Uganda CCM.   |
| Signed:    |   | Date:  |   |