



UGANDA TECHNICAL COLLEGE KYEMA

UTC KYEMASERVICEFORM

Note: Please study the form carefully before completing it.

Attach colored
passport size
photograph here

APPLICATION FOR APPOINTMENT TO UGANDA TECHNICAL COLLEGE KYEMA

- (i) In the case of serving officers to be completed in triplicate (original in own handwriting) and Submitted through their Heads of Department/Responsible Officer.
- (ii) In the case of others, the form should be completed in triplicate (the original in own handwriting) and submitted direct to the Principal's Office.

1. Post applied for and Reference Number.....	
2.(i) Full name (Surname first in capital letters)	Postal Address
ii. Date of Birth	E-mail Address Telephone Number.....
3. Nationality Home District..... Sub-county:..... Village:.....	4. Are you a temporary or permanent resident in Uganda?
5. Present Employer	
6. Present post and date appointment to it	

7. Present Salary and Scale (if applicable)		Terms of Employment (Tick as appropriate) 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	Award/Qualifications attained

11.(i) Have you passed Uganda Certificate of Education Exams [UCE]? Indicate the year, subject and level of passes.

Year -----

Subject	Grade

(ii) Have you passed Uganda Advanced Certificate of Education Exams [UACE]? Indicate the year, subjects and level of passes.

Year -----

Subject	Grade

12. Employment Record

Year/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.....

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

14. How soon would you be available for appointment if selected?.....

State the minimum salary expectation.....

15. 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.

Signature of Candidate.....Date.....

16. (i) Indicate the names and addresses of two responsible persons (not relatives) to whom reference can be made as regards character and ability and should be given here.

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(ii) Comments and recommendation by Responsible Officer as to the suitability for the post applied for.

Name: Title/Designation:

Signature: Date:

In respect of Section 10 and 11 certified copies of documents or other evidences should be attached.