

Current
passport photo

PERSONAL RECORD FORM

CURRENT POSITION:

1. Details of Employee

- (a) Surname:
- (b) Other Names:
- (c) Date of Birth:
- (d) Gender:
- (e) Religion:
- (f) Telephones:
- (g) Email address(es)
- (h) Mailing address / P.O Box number:

2. Marital Status:

- (a) Single.....
- (b) Married.....
- (c) Separated.....
- (d) Divorced.....
- (e) Widowed.....

3. Details of Spouse

- (a) Names spouse.....
- (b) Date of birth.....
- (c) Place of work/Employer
- (d) Telephone..... Email:
- (e) Residence.....

(Please attach national ID of spouse)

4. Residence (*Where employee ordinarily resides during working days*)

- (a) Village/LC1:
- (b) Parish:
- (c) Sub-county:
- (d) District:

5. Parents (if alive)

- (a) Name of your father.....
- (b) Name of Mother.....

6. Children (*Biological or Legally adopted*)

Name	Date of Birth
i.	
ii.	
iii.	
iv.	
v.	
vi.	
vii.	

viii.

(Please attach birth certificate or adoption documents)

7. Nationality

- (a) Nationality.....
- (b) National ID No.
- (c) Home District.....
- (d) County.....
- (e) Sub-County.....
- (f) Parish.....

(Please attach copy of the National ID or passport for non-Ugandans)

8. Educational Background

A. Primary

Name of school	Dates
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- (a) From to
- (b) From to

Qualification obtained after Primary Education.....

B. Secondary Schools Attended:

Name of school	Dates
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- (a) From to
- (b) From to
- (c) From to

Qualification obtained after Ordinary Level Education

Qualification obtained after Advanced Level Education

(iii) Colleges/University Attended

Name of Institution	Dates	Qualifications Obtained
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- (a) From to
- (b) From to
- (c) From to
- (d) From to
- (e) From to
- (f) From to

9. Employment Record

- (a) Post:
- (b) Department:
- (c) Date of appointment:
- (d) Appointment type:

10. Payroll Information

- (a) Bank: Branch: Account No:

- (b) Tax Identification Number (TIN):
- (c) NSSF Number:
- (d) Payroll (*IPPS or equivalent*) Number:

11. Details of previous employment since you left School/College/University

Date	Employer	Reasons for departure
(a)
(b)
(c)
(d)
(e)

(f) Indicate your last salary

12. Publications

List of publication (s) if any (attachment recommended)

13. Have you ever been convicted of any offence in courts of law: Yes/No

If yes, what was/were the charges against you?

Date	Charge
(a)
(b)
(c)

14. Special needs

(a) Do you suffer from any physical or mental impairment?

(b) If so, please give details

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15. Next of Kin (Person the University should contact in case of an emergency).

(a) Names

Relationship detail, e.g. husband/wife/brother/sister/son/etc. (please tick)

Telephone Contact

(b) Names

Relationship detail, e.g. husband/wife/brother/sister/son/etc. (please tick)

Telephone contact

16. Declaration

Icertify that to the best of my knowledge the above information is true and correct.

Signed: **Date:**.....