Bio Data

Position
Position Reference Number
Valid Email Address
First Name
Surname
Middle Name
Cell Phone
Alternative Cell Phone
Address
Date of Birth:
National ID No (NIN)
Gender

Put the names as they appear on your academic documents. Any discrepancy on the names you input and the names on your academic documents will lead to automatic disqualification.

Education

Click on the sign on your right to add more rows for your qualifications. Start with highest qualification and end with the lowest qualification. You can add as many rows as the qualifications that you have. If you want to delete a row, click on on the appropriate corresponding row on your right**.** It is very important that all the qualifications listed on your CV are also captured here.

O'LEVEL RESULTS

Subject
Grade

Driving Permit Details

Permit Number
0
Valid Until
Permit Class

Enter the details as they are on your driving permit. The Validity refers to the date when your permit will expire.

Previous Employment

Click on the sign on your right to add more rows for your Previous employment. Start with most recent employment. You can add as many rows as the positions that you have held. If you want to delete a row, click

on on the appropriate corresponding row on your right. It is very important that all your previous employment details as listed on your CV are also captured here including the corresponding start and end date for each except your current employment position which may not have an end date.

Referees

Attachments

Attach National ID
Upload Academic Papers
Attach Curriculum Vitae (CV)
Attach Signed Cover Letter
Attach Appointment Letters
Attach Unviersity Introduction Letters

The recommended and most **preferred document format is PDF**. Candidates should combine all relevant **Academic Documents** (Masters, Bachelors, Diploma, Certificate qualifications, Uganda Advanced Certificate of Education, Uganda Certificate of Education, Membership to the Professional body and other relevant academic documents such as professional certifications, valid driving license etc) **as One attachment** and have them uploaded under the field of '**Upload Academic Papers**'. All appointment letters for the different positions held (or University introduction letters for those applying for internship) should be combined as **one document** and uploaded under the field of '**Attach Appointment Letters** or under the field of **Attach University Introduction letters**' accordingly. The **National ID** (both sides) and **Student ID** (both sides - in case of internship applicants) should be combined as one document and uploaded under the field of **National ID**, the **Curriculum Vitae** and the **Signed Cover letter** (application letter) should be uploaded in their respective fields above. The system will accept only 5 attachments that include CV, Academic Papers (combined in one document) Appointment Letters or University Introduction letters (combined as one document) , Cover letter and National ID (both sides combined as one file).

Declaration