Bio Data

Position	Position Reference Number
First Name	Surname
Cell Phone	Alternative Cell Phone
Date of Birth:	National ID No (NIN)

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	Valid Until

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 ![minus button] 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 Signed Cover Letter	Attach Appointment 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 or previous internship offers for those applying for Graduate Trainee) 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. Graduate trainees who may not have university introduction letters can attach letters of offer from previous internships completed. 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 or previous offers of internships (combined as one document) , Cover letter and National ID (both sides combined as one file).

Declaration