**APPLICATION FOR EMPLOYMENT**

1. **Post Details**

|  |  |
| --- | --- |
| Post Applied for: |  |

1. **Personal Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Physical Address: |  |
| Date of Birth: |  |
| Gender: |  |
| Telephone Number: |  |
| Email Address: |  |
| Do you hold a current driving permit: | Motorbike: Yes |
| Type of License: | Full / Provisional |

1. **Education Details**

***Further Education***

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Location of College/University | Qualification & level | Award | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Secondary Education***

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Location of school | Subjects | Level | Award |
|  |  |  |  |
|  |  |  |  |

1. **Past Relevant Training Details**

|  |  |
| --- | --- |
| Courses/Training AND Qualifications Obtained | Date of Exam (if applicable) |
|  |  |
|  |  |
|  |  |

1. **Current relevant Training and/or Study Being Undertaken**

|  |
| --- |
|  |

1. **Voluntary Work Experience**

|  |  |
| --- | --- |
| Volunteer Position Held: |  |
| Name and Address of Organization or Company: |  |
| Dates From-To: |  |
| Main Duties in the post: | |
| Volunteer Position Held: |  |
| Name and Address of Organization or Company: |  |
| Dates From-To: |  |
| Main duties in the post: | |

1. **Employment Details**

Please give the details of your **current or most recent employer**

|  |  |
| --- | --- |
| Last Job title: |  |
| Name and Address of employer: |  |
| Dates From-To: |  |
| Salary on Leaving: |  |
| Reason for leaving: |  |
| Period of notice required: |  |
| Main Duties in the post: | |

Please give details of your previous employers (NB: ***Not*** including your current or most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Names and addresses of previous employers in date order | Position held and main duties | Dates From-To | Reason for leaving and salary on leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please continue on a different sheet if necessary | | | |

1. **Supporting Information –** *on a separate sheet of paper*

* On a separate sheet of paper **(Cover letter),** please give your reasons for applying for the post and add any additional information in support of your application.
* You should refer to the job description and person specification and demonstrate how your skills and experience fit the requirements of the post.
* Please type your response to show your use of Microsoft Word and administrative skills as detailed in the person specification.
* **On a separate sheet of paper provide your CV**
* Please ensure your name is on any accompanying sheets.

1. **References**

Please give details of two referees. The first must be your current or most recent employer and the other should be a previous employer or teacher/lecturer.

|  |  |  |  |
| --- | --- | --- | --- |
| Current Employer  (or most recent employer if not currently employed) | | Previous employer OR a teacher/lecturer  (delete as appropriate) | |
| Name of referee: |  | Name of referee: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Tel No. |  | Tel No. |  |
| Are you happy for us to contact  this person prior to interview? **YES / NO**  (please ensure you have provided  a working telephone number) | | Are you happy for us to contact  this person prior to interview? **YES / NO**  (please ensure you have provided  a working telephone number) | |

**Declaration**

|  |
| --- |
| I confirm that all information submitted is true and correct, that there are no reasons that I know of which prevent me from undertaking the duties of the post and I understand that any misrepresentation may invalidate my application.  I understand that if I am offered the post and it is later found that I have submitted false information I will be subject to disciplinary action and instant dismissal.  **Signed: …………………………………………………………………………**  **Date: ……………………………………………………………………………** |

**African Revival (Uganda)**

**Plot 2-4A Faustino Oceng Road**

**PO BOX 1331, Gulu**

**Send applications and attachements to :**

# **Email : africanrevivaljobs.uganda@gmail.com**

**Or hand deliver to AR Gulu Country Office located in Pece Lukung-address above.**

**Deadline : Friday 24th November 2017, Time : 12 :00pm**