

**CENTENARY BANK HEAD OFFICE**

**Application for Employment Form**

*Please read through carefully and complete this form as accurately and as truthfully as possible. All questions **must** be answered. Failure to provide full and accurate information will lead to disqualification.*

**Please note that only shortlisted candidates will be contacted.**

1. Date of advert.....
2. Post applied for? .....
3. Surname at Birth /Maiden name .....
4. Surname Now .....
5. First/ Other Names.....
6. Date of birth DD/MM/YY ..... Age.....
7. Gender (tick)            Male  Female
8. Denomination (Religion); Catholic  Protestant/Anglican  Pentecostal  Seventh Day Adventist   
Orthodox  Atheist  Moslem  Other  (Pls specify) .....
9. Marital Status (tick as appropriate)  
Never Married  Married  Divorced/Separated  Single  Widow/widower
10. Full Residential address (Suburb/Zone/village) .....
11. Town/City/District.....
12. Full Postal Address .....
13. Contact Telephone number(s) .....Home Tel No.....
14. Contact Email Address. ....
15. Are you a citizen of Uganda? ....., If not, indicate current citizenship.....
16. Passport Number..... ID Number .....
17. Home District. ....
18. Summary of previous employment **record** (in descending chronological order, including present employment)

Year(s)/date(s) (dd/mm/yy)		Employer	Current Salary (gross) UGX	New Salary Expectation (gross) UGX	Position(s) held	Reasons for leaving/or current intention to leave.
From	To					

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- 19. Duration of unemployment in the past 10 years (indicate start and dates).....
- 20. Duration and Nature/type of self-employment in the past 10 years (state nature of self-employment).....
- 21. Notice required on resignation (enter 0 if none is required).....
- 22. Have you ever worked with Centenary Bank before? Yes.....No..... When?.....position held.....
- 23. When we check with all your past employers, whether right or wrong, how many of them will say you were fired from the job?.....
- 24. List each job (lost) and explain what happened?.....
- 25. Have you ever been a subject of Disciplinary hearing? If yes explain what happened?.....
- 26. Basic Education (highest level attained).....
- 27. Student Index Number (Degree/Diploma level).....
- 28. Indicate Award or class of Degree/Dip (as applicable) .....
- 29. Institution/ year when awarded .....
- 30. Other Qualifications.....
- 31. Any sports, clubs or honours?.....
- 32. Languages spoken (please tick as appropriate to indicate competence level)

Language	Fluent	Can make myself understood	Inadequate	Read	Write

**33. Medical and Physical data**

- Are you willing to take a physical examination for this position? Yes..... No.....
- Do you have any medical condition (Yes/No). if yes, please clarify.....
- Are you currently taking any medication? Yes..... No.....
- If yes, specify the medication and indicate the reason.....

**34. Financial Information**

- Do you have a running loan with a Bank or Financial Institution/Individual?.....
- How much money would be required to settle all your outstanding debts?.....

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- In the past 5 years how many times have you:
  - a. Defaulted on a loan or bill?.....
  - b. Had deductions taken from your pay by Government /Courts?.....
  - c. Been declared bankrupt?.....
  - d. Had to appear in court due to bad debt?.....
  - e. Been threatened with a law suit due to bad debt?.....
  - f. If yes, please clarify.....

**35. Alcohol**

- Do you drink Alcohol?
- Have you ever been disciplined because of alcohol?
- Have you ever lost employment due to alcohol?
- Have you ever been treated for alcohol abuse?

**36. Security - Have you ever (been):**

- i. Arrested before for an alleged Crime? (Yes/No). OR Released on Bond (Yes/No)
- ii. Threatened with arrest by any third party? (Yes/No)
- iii. Served with sermons in a criminal/civil case? OR Appeared in court as a suspect? (Yes/No)?
- iv. Convicted by a competent Court for a Crime? (Yes/No)
- v. Sent to jail for any reason? (Yes/No)
- vi. Participated in or committed a Fraud (electronic or traditional, forgery)? (Yes/No)
- vii. Facilitated or Abetted Fraud/forgery or Falsification of academic documents, etc.. (Yes/No)

(If Yes, please explain).....

- **REFEREES** (must be competent to recommend a candidate and **Not Relatives or Spouses**):

1. Name:..... Tel.....

Postal address:..... Email.....

Position..... Organization/Employer.....

2. Name:..... Tel.....

Postal address:..... Email.....

Position..... Organization/Employer.....

3. Name:..... Tel.....

Postal address:..... Email.....

Position..... Organization/Employer.....

4. Present Employer (***Particulars of HR contact person***).....

Name:.....Tel.....

Postal address:.....Email.....

Position.....Organization/Employer.....

5. **Names and Tel contacts of two friends** .....

40. Applicant's Declaration: I hereby declare that the information given on this form is true and accurate to the best of my knowledge and belief: Tick items you have attached (a) Application letter (b) Detailed CV (c) Certified Copies of Certificates (d) Letters of Reference

**Statement of Consent:** "I..... sign.....here by consent that the organization or its agent may verify the information provided by me in this form. I shall willingly and promptly provide any required additional clarification or additional information on any matter stated in this form in the process of verification"

**Data Protection and Privacy:**

I, ..... hereby grant consent to Centenary Rural Development Bank Uganda Limited to collect and/or process my personal and special personal data in accordance with the Data Protection and Privacy Laws of Uganda for purpose of employment.

Name & Signature of Applicant:...../.....Date:.....

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Thank You for Your Cooperation; being one of the many applicants being considered for this position.