



THE REPUBLIC OF UGANDA

**PUBLIC SERVICE FORM 3 (PSF 3)**  
[Revised 2008]

*Note: Please study the form carefully before completing it.*

Attach coloured  
passport size  
photograph here

APPLICATION FOR APPOINTMENT TO THE UGANDA PUBLIC SERVICE

- (i) In the case of serving officers to be completed in triplicate (original in own handwriting) and submitted through their Permanent Secretary/Responsible Officer.
- (ii) In the case of others, the form should be completed in triplicate (the original in own handwriting) and submitted direct to the relevant Service Commission.

|  |   |
|--|---|
| 1. Post applied for and Reference Number .....   |   |
| .....  |   |
| 2.(i) Full name (Surname first in capital letters)<br>.....<br>.....<br>.....<br>..... | Postal Address<br>.....<br>.....<br>.....               |
| (ii) Date of Birth .....   | E-mail Address .....                                    |
|  | Telephone Number .....                                  |
| 3. Nationality .....   | 4. Are you a temporary or permanent resident in Uganda? |
| Home District .....  | .....   |
| Sub-county: .....  | .....   |
| Village: .....   | .....   |
| 5. Present Ministry/Local Government/ Department/Any other Employer<br>.....           |   |
| 6. Present post and date appointment to it<br>.....                                    |   |

|  |                    |   |
|--|--------------------|---|
| 7. Present Salary and Scale (if applicable)<br>.....                                 |                    | Terms of Employment (Tick as appropriate)<br>Temporary/Contract/Probation/Permanent |
| 8. Marital Status (Tick as appropriate)<br>Married/Single/Widowed/Divorced/Separated |                    | 9. Number and age of Children<br>.....<br>.....                                     |
| 10. Details of Schools/Institutions attended:  |                    |   |
| Years/Period   | School/Institution | Award/Qualifications attained   |
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11. (i) Have you passed Uganda Certificate of Education Exams [UCE]? Indicate the year, subject and level of passes.

Year -----

| Subject | Grade |
|---------|-------|
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(ii) Have you passed Uganda Advanced Certificate of Education Exams [UACE]? Indicate the year, subjects and level of passes.

Year -----

| Subject | Grade |
|---------|-------|
|         |       |
|         |       |
|         |       |
|         |       |
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12. Employment Record

| Year/Period | Position held/Designation | Employer i.e. Name and Address |
|-------------|---------------------------|--------------------------------|
|             |                           |                                |
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|             |                           |                                |

13. Have you ever been convicted on a criminal charge?  
 If so, give brief details including sentence imposed.....  
 .....

**N.B:** Conviction for a criminal offence will not necessarily prevent an applicant from being employed in the Public Service but giving of false information in that context is an offence.

14. How soon would you be available for appointment if selected? .....  
 State the minimum salary expectation.....

15. I hereby certify that to the best of my knowledge and belief, the particulars given in this form are true and complete in all respects.

Signature of Candidate..... Date .....

16. (i) In the case of applicants not already in Government Service, the names and addresses of two responsible persons(not relatives) to whom reference can be made as regards character and ability and should be given here.  
 .....  
 .....  
 .....

(ii) In the case of applicants already in Government Service, the comments and recommendation as to the suitability for the post applied for of the Permanent Secretary/Responsible Officer be given here.

Name: ..... Title/Designation: .....

Signature: ..... Date: .....

*In respect of Section 10 and 11 certified copies of documents or other evidence should be attached.*