



CONFIDENTIAL

APPLICATION FORM

Please complete by typing all five pages of this form in black ink.

Do not attach a CV, as only the information contained in this form will be considered during the selection process.

Post applied for:

Project Supervisor

Where did you see this post advertised?

Please return this form to:
vacancies@redcrossug.org

Personal Details

Last Name:

First Names:

Address:

Nationality:

Male/Female:

Telephone Nos:

Contact telephone no(s) and convenient times for us to contact you:

Email address:



IMPORTANT INFORMATION - GUIDANCE NOTES ON COMPLETING APPLICATION FORM

COMPLETING THE FORM

Please make sure your application form is well presented.

- Please type in black ink.
- **Job Description and Person Specification** - read these carefully as they list the skills, knowledge, qualifications and experience required
- The text boxes in the “career history” section are expandable. Make a copy of your completed form for your own reference
- Education and Professional Qualifications – URCS is primarily interested in the range and diversity of the educational level you have achieved, as well as whether you have basic numeracy and literacy skills in English, which is the language in which we work.
- Please do not send in your CV unless specifically asked to. The application form is the only information used for the initial short-listing.

RETURNING THE COMPLETED FORM

Your completed application form should be returned to the email address vacancies@redcrossug.org and should arrive no later than the stated closing date. We are unable to consider late applications.

Only applicants who are short -listed will be contacted.

Please inform us if at any stage after submission of your form you decide not to proceed with your application.



CONFIDENTIAL - Application Form

Please complete clearly and electronically and send to: vacancies@redcrossug.org

Date Of Application:

Position Applied for:

Project Supervisor

Personal Details

Surname First Names:
(Ms/Miss/Mrs/Mr/Other)

Address

Post Code (If
Applicable)

Telephone no.
email address

Home		Work (discretion will be used)	

Qualifications / Training

Schools, Colleges, University etc.: *If offered a post with Uganda Red Cross Society, you may be required to provide evidence of your qualifications*

Institution	From	To	Qualification/results

Other relevant training or short in-service courses:

Course	From	To	Details

Please continue on a separate sheet if necessary)



Employment

Present or most recent employer: (if appropriate)

Name and address of employer			
Dates employed	From:		To: Date
Supervisor's Job Title:			
Your Job Title			
Summary of duties			
Current / most recent salary			
Reason for leaving			
Notice Required			

Other employment / experience (most recent first)

Please include experience relevant to this post which you may have gained outside paid employment, including voluntary work

Employer's name & address	From	To	Position held and duties	Reason for leaving

Further Information

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post.

In the table below, please indicate your experience and what your actual role was in the competency areas outlined:

COMPETENCY 1). Strategic Planning and Management
COMPETENCY 2). Research (Forecast Based Research) , Documentation and Dissemination
COMPETENCY 3). Coordination, Advocacy and Representation
COMPETENCY 4). Preparing project work plans and budgets



COMPETENCY 5). Resource Mobilization and Partnership Development
COMPETENCY 6). People Management
COMPETENCY 7). Budget Development and Management
COMPETENCY 8). Performance Monitoring, Evaluation & Reporting (PMER)

References (one should be your current or most recent employer)

In the event of your being offered a position with Uganda Red Cross Society, we shall seek references **covering the full five years preceding your start with us**. Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name at least two referees even if you have been at the same establishment for the past five years.

We do not approach referees before interview, and we obtain your permission prior to contacting them.

	Referee 1	Referee 2
Name		
Job Title		
Address		



Post Code
Telephone no.
Email address
Relevant Dates of
Employment with
Reference

I declare that, to the best of my knowledge, the information on this form is correct

Signed:

Date: