# Child Restoration Outreach Uganda Job Application Form

*Please complete this application form if you are interested in the job advertised by Child Restoration Outreach Uganda. The application form may be typed or completed in ink. All parts of the form that are applicable must be completed in full and if not, indicate ‘not applicable’. The completed form must be returned or sent to Child Restoration Outreach Uganda by e-mail, or hand delivery not later than the date stated on the advert. If you have insufficient space, please continue on a separate sheet and attach it to the form.*

## FULL NAMES: .....................................................................................................................

**Post applied for (as advertised):** ...............................................................................................

## CONTACT DETAILS:

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

Telephone number: ......................................................................................................................

Postal Address: ............................................................................................................................ ...................................................................................................................................................

## PERSONAL DETAILS:

Nationality: ..................................................................................................................................

Date of birth: ...............................................................................................................................

Marital status:...............................................................................................................................

Personal interests and hobbies: ......................................................................................................

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## SUMMARY OF EDUCATION

*(Please note that you will be asked to show original certificates at interview to verify the information which you give in this section.)*

Postgraduate qualifications: ….........................................................................................................

Undergraduate qualifications: ….......................................................................................................

A Level Results and subjects: ….......................................................................................................

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O Level Results: ….........................................................................................................................

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## Education Attainment Details

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| **Please list the institutions attended .** | **Year of start - year of completion** | **Qualifications AND Grade gained (e.g UCE;UACE;OR EQUIVALENT)** |
| *Ordinary level* |  |  |
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| *Advanced level* |  |  |
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| *Undergraduate/Graduate/Other* |  |  |
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## SUMMARY OF EMPLOYMENT HISTORY:

Please give a chronological account of your employment history starting with the most recent employer. Give details of: Organisations for which you have worked, positions held, period of employment, key responsibilities, major accomplishments, and skills/knowledge/competencies which you demonstrated. Feel free to note any training which you received. Please account for any periods of unemployment. Additional sheets may be inserted if required, but in the same format as below.

*If you have letters of commendation, certificates validating this information, we would be interested in seeing them at interview*.

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| --- | --- | --- |
|  | 1 | 2 |
| Name of Organization |  |  |
| Position held |  |  |
| Period of employment |  |  |
| Key responsibilities |  |  |
| Major accomplishments |  |  |
| Skills, knowledge, and competencies demonstrated |  |  |
| Training received while in this position |  |  |

## CHRISTIAN LIFE:

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| --- |
| Personal testimony: Please explain briefly how you are building your relationship with God (Be honest) |
| Please explain areas of ministry you are involved in your church that is in line with your calling. |
| Please explain in your own words what you believe to be the fundamental truth of Christian faith. |
| Give details of the churches you have attended for the past 2 years, with names of the Pastors and give reason(s) for departure. (note: in the section marked referees, please name one of these church leaders who could be contacted to verify this information.) |
| HEALTH DETAILS: Do you suffer or have suffered from any serious illnesses, injury or disease which might directly affect your work with MASAKA PENTECOSATALCHURCH? (YES/NO)  If YES, please give details. |

## SUMMARY OF LANGUAGE APPTITUDE:

*Please list any languages you speak, indicating your level of competence in each language.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Spoken** | | | **Written** | | |
| Level of competence | Fluent | Conversational | Basic | Fluent | Adequate | Minimal |
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Have you ever been charged with or convicted of criminal offence; or are at present the subject of criminal investigations? (YES/NO)

If YES, please give details including the nature of the offence(s) and dates when it occurred.

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## REFEREES:

Please give the names and full contact details of 3 referees:

*If you are applying for a post that requires previous experience, two of your referees must be previous and current employer, while the third referee should be your current Pastor. Please make sure that your referees can verify your application data when contacted.*

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| --- | --- | --- | --- |
|  | 1 | 2 | 3 |
| Name: |  |  |  |
| Title: |  |  |  |
| Organization: |  |  |  |
| Phone No: |  |  |  |
| Email: |  |  |  |

## WHY ARE YOU THE BEST PERSON FOR THE ADVERTISED JOB?

*Please explain why you believe you are the best person for this job.*

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## DECLARATION:

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| *Please sign this section after you have completed the form*: |
| I certify that the information on this form is correct. I understand that deliberately giving false or incomplete information would disqualify me from being appointed or in the event of discovery after appointment, make me liable to dismissal.  ........................................................................... ...............................................  Signed Date |

## Continuation Sheet

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| --- | --- |
| Section | Details |
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