



THE REPUBLIC OF UGANDA

**CONFIDENTIAL**

**PSC FORM No. 0094  
[Revised 2018]**

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**TO BE COMPLETED IN TRIPLICATE**

(One copy to be retained by the Chief Administrative Officer)

**FORM FOR SELECTION, APPOINTMENT AND APPROVAL OF MEMBERS OF  
DISTRICT SERVICE COMMISSION(S)**

- (i) Please study the form carefully before completing it.
- (ii) Duly completed form should be submitted to Chairperson, District Local Government
- (iii) All parts of the form must be filled.

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**SECTION ONE**

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**PERSONAL DATA [To be completed by the candidate recommended for approval of  
appointment]**

1. Surname: .....

2. Other Names: .....

3. Date of Birth: .....

4. Sex: .....

5. Nationality [Citizenship]: .....

National Identification Number [NIN]: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Home District: .....

7. District of Residence [Ordinarily resident]: .....

Sub-County: ..... Village: .....

8. Marital Status [Please Tick as appropriate]

Married  Single  Widowed  Divorced  Separated

9. Mailing/Contact

Address.....

.....

Email Address: .....

Telephone Number: .....

**10. Details of Schools/Institution Attended**

Years/Period		School/Institution	Award/Qualifications attained
From	To		

**11. Employment Record**

(a) State posts held starting with the latest.

Year/Period		Position held/Designation	Employer [Name and Address]
From	To		

(b) If you have left employment, indicate when you left and the circumstances under which you left  
 [Tick whichever is appropriate]

- (i)  Voluntary retirement
- (ii)  Normal retirement
- (iii)  Retirement on medical grounds
- (iv)  Retrenchment/Redundancy
- (v)  Retirement in public interest
- (vi)  Others (specify) .....

(c) State any position(s) of responsibility you have held or are holding in society.

Year/Period		Position held/Responsibility	Institution [Name and Address]
From	To		

12. Have you ever been convicted of any criminal offense?

If the answer is **yes**, give brief details.

.....  
 .....  
 .....

13. If appointed, how soon will you be available to take up your duties?

.....

Attach copies of the following documents:-

- a) All Academic documents.
- b) Copy of the Curriculum Vitae

c) All Appointment and Deployment letters.

**DECLARATION**

I declare that the foregoing information is true and correct to the best of my knowledge.

NAME: .....

SIGNATURE: ..... DATE: .....

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**SECTION TWO**

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**TO BE COMPLETED BY THE CHAIRPERSON DISTRICT LOCAL GOVERNMENT**

**14. Current Membership of DSC**

Name	Category of Membership	Term of Service	
		1 <sup>st</sup>	2 <sup>nd</sup>
i. ....		<input type="checkbox"/>	<input type="checkbox"/>
ii. ....		<input type="checkbox"/>	<input type="checkbox"/>
iii. ....		<input type="checkbox"/>	<input type="checkbox"/>
iv. ....		<input type="checkbox"/>	<input type="checkbox"/>
v. ....		<input type="checkbox"/>	<input type="checkbox"/>

15. Indicate proposed Membership to which the candidate is to be appointed [Tick whichever is applicable]

(a) Chairperson  (b) Member

(c) Category of Membership and Term of Office

	1 <sup>st</sup> Term	2 <sup>nd</sup> Term
i. Chairperson .....	<input type="checkbox"/>	<input type="checkbox"/>

- |                                   |                          |                          |
|-----------------------------------|--------------------------|--------------------------|
| ii) Women .....                   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Urban Authority .....         | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Persons with Disability ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| v) Ordinary Member .....          | <input type="checkbox"/> | <input type="checkbox"/> |

15. State why the candidate is being recommended as in No. 15 above [Use additional paper if necessary]

.....  
 .....

**DECLARATION**

I declare that the foregoing information is true and correct to the best of my knowledge.

NAME: .....

SIGNATURE: ..... DATE: .....

..... DISTRICT LOCAL GOVERNMENT

**OFFICIAL STAMP**

Copies of the following Documents must be attached to the submission to the Public Service Commission:

- d) Dully signed District Council Minutes.
- e) Dully signed District Executive Committee Minutes.
- f) Dully signed Joint Urban Council Minutes [In the case of Urban Authorities Representatives].

