



Integrated Human Resource Information System (iHRIS)

Individual Data Collection Form

Passport
Photo

PERSONAL INFORMATION (BLOCK LETTERS)

Surname: Work/Residence District:.....Sub-county.....

First Name: Home/Birth District: Birth Sub-county.....

Other names: Birth Parish: Birth Village

IDENTIFICATION INFORMATION

Employee No/Computer No..... File No.....

DEMOGRAPHIC INFORMATION (TICK APPROPRIATE FIELDS)

Date of Birth (dd/mm/yyyy): / / Gender: 1. Male 2. Female

Marital Status: 1. Single 2. Married 3. Separated 4. Divorced 5. Widowed No. of dependents.....

CONTACT INFORMATION

Tel/Mob:/..... E-Mail:

POSITION INFORMATION (BLOCK LETTERS AND TICK APPROPRIATE FIELDS)

Post/Title: Facility

Salary Source: 1. local Revenue 2. Project 3. Wage bill 4. None-Wage bill

Salary Scale: Department:

Date of Current Appointment (dd/mm/yyyy): / / Minute:

Terms of Employment: 1. Permanent 2. Contract 3. Probation 4. Trial (Where applicable)

Date of First Appointment (dd/mm/yyyy): / / Minute:

PROFESSIONAL QUALIFICATIONS (REGISTRATION AND LICENSING) BLOCK LETTERS

Registration Council:	License No:.....
Registration No:	Start Date (dd/mm/yyyy): / /
Registration Date (dd/mm/yyyy): / /	End Date (dd/mm/yyyy): / /

EDUCATION INFORMATION (HIGHEST QUALIFICATIONS FIRST)

A: Institution:.....

Location (e.g. Kampala) Graduation Year:

Basic education Level: 0. None 1. Certificate 2. Diploma 3. Bachelors 4.Masters 5 PHD

Professional Qualification (e.g. Dip in Nursing):

B: Institution:.....

Location (e.g. Mbale) Graduation Year:

Basic education Level: 0. None 1. Certificate 2. Diploma 3. Bachelors 4.Masters 5 PHD

Professional Qualification (e.g. Certificate in Nursing):

COMMENTS: