

PSF 7

**THE PUBLIC SERVICE OF UGANDA
PERSONAL RECORD FORM**

Two copies of this Form must be filled in person by all employees joining the Public Service for the first time or on re-appointment. The Responsible Officer should forward a copy to the Ministry of Public Service. A copy should be kept in the Officer's open file.

SECTION A – PERSONAL INFORMATION

1. Surname:

2. Other Names:

3. **File Number

4. **Personal Number (from payslip):

5. Date of Birth: (DD MM YYYY)

6. Nationality and Sex:

1. Ugandan Male 2. Non Ugandan Male 3. Ugandan Female 4. Non Ugandan Female Code

7. Home District (If Ugandan) _____ **Code

Country of Origin (If Non Ugandan) _____

8. Marital Status: 1. Married 2. Single 3. Divorced 4. Widowed 5. Separated Code

9. Name of Husband*/Wife* (if applicable) _____

10. Number of Children Ages of Children _____

11. Location of Residence (Address) _____

12. Place of work (Address) _____

13. Religious Denomination _____

14. Bank and Branch _____

15. Bank Account Number _____

16. Bank Account title*** _____

* Delete whichever is not applicable

**To be filled in by the Head of Personnel,

*** The district code should be the same as the vote code.

**** The Bank Account Title should be same as the names on the appointment letter.