



# Training Database (iHRIS Train)

## Individual Data Collection Form

### **I. PERSONAL INFORMATION (BLOCK LETTERS)**

Surname: ..... Work/Residence District:.....Sub-county.....  
 First Name: ..... Birth District: ..... Birth Sub-county.....  
 Other names: ..... Birth Parish: ..... Birth Village .....

### **ii. IDENTIFICATION INFORMATION**

Employee No/ Computer No.....

### **III. 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

### **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. 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): .....