

**MAKERERE UNIVERSITY**  
**OFFICE OF THE DEPUTY VICE CHANCELLOR**  
**(FINANCE AND ADMINISTRATION)**

**APPLICATION FORM FOR JUNIOR STAFF HOUSING UNITS**

I would like to apply for a housing unit in accordance with the **Advertisement No.2/2011 dated 17<sup>th</sup> October 2011**. Please consider me for one of the following in this order of preference.

1<sup>st</sup>.....

2<sup>nd</sup>.....

3<sup>rd</sup>.....

1. NAME.....
2. PERSONAL FILE:.....
3. DEPARTMENT.....
4. DESIGNATION.....
5. SALARY.....
6. COMMENCEMENT ON 1<sup>ST</sup> APPOINTMENT WITH MAEKERERE  
UNIVERSITY ( Month and Year).....
7. UNIVERSITY HOUSING UNIT BEING OCCUPIED (If any).....
8. MARRIED OR SINGLE .....(Attach copy of married certificate)

**9. CHILDREN (Attach copies of birth or Immunisation certificates)**

NAME	AGE	CERTIFICATE NO.
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1.....		
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2.....		
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3.....		
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4.....		
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**10. PHYSICAL DISABILITY (Proof to this effect is a must)**

SIGNATURE OF THE APPLICATION.....

**11. HEAD OF DEPARTMENT'S RECOMMENDATION**

a) Comment briefly on the accuracy of the information given above

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b) Given other reasons, if any and why you support the applicant.

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Signature.....

**CONDITIONS**

1. False information in any way will automatically disqualify the applicant
2. Please note that only your own children shall be considered. A maximum of four (4) children are required for consideration.

## **POINT SYSTEM USED IN ALLOCATION HOUSING UNITS**

<b>1. <u>SALARY SCALE</u></b>	<b><u>POINTS</u></b>
M10	12
M11	11
M12	10
M13	9
M14	8
M15	7
MA-MKP	6 (Group Employees)
2. Each year of service	1
3. Marital Status	3
4. Children 0-7 years	1
5. Nature of Work	
Early hours of work (3hours)	5 points per hour
Late hours of work (4 hours)	5 points per hour
Odd hours	5 points per hour

**NB:** Odd hours of work are taken up by such people like Library staff, pump attendants, custodians and security among others.

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|---|-------------------|
| 6. Physical disability  | 10 points maximum |
| 7. Consideration on personal grounds  | 5 points maximum  |
| 8. Husband and wife being University employees – compute points for both<br>Husband and wife and add them together. |                   |