



BONDEMALA INVESTMENT - SMC LIMITED

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HEAD OFFICE: KAMPALA CAPITAL CITY BRANCH OFFICES: NORTHERN REGION -
GULU CITY AND NWOYA DISTRICT.

BONDEMALA INVESTMENT-SMC LIMITED & ITS ENTITIES

"Gather to Grow"

ADVANCED PRE-INTERVIEW CANDIDATE SCREENING & PROFILING DOSSIER

(For Promotion and Appointment Committee – Stage 1: Mandatory Pre-Assessment)

OFFICIAL NOTICE: This form is the mandatory first step in our recruitment process. Completion and submission do not guarantee an interview. Only candidates who meet our comprehensive pre-screening criteria will be shortlisted for the final assessment interview. Falsification of any information will lead to permanent disqualification.

Submission Method: Download, fill electronically or print legibly, scan, and email to: bondemalainvestment@gmail.com

Subject Line: Pre-Screening Dossier - [Your Full Name] - [Position Applied For]

SECTION A: CANDIDATE DECLARATION & UNDERSTANDING

I, the undersigned, understand that this dossier is a critical component of my application. I affirm that all information provided is truthful, accurate, and complete. I authorize Bondemala Investment-SMC Limited to verify all details provided herein and through independent means permissible by law.

- Position Applied For: _____
- Preferred Entity/Department: _____
- Date of Application: _____
- Application Reference No. (Auto-filled by HR upon receipt): _____
- Candidate Signature: _____
- Date: _____

SECTION B: COMPREHENSIVE PERSONAL & FAMILY PROFILE

1. Core Biographical Data:

- Full Legal Name (Surname First): _____
- Date of Birth: _____ Gender: Male Female Other
- National ID Number: _____ Passport Number (if applicable): _____
- Nationality: _____ District of Origin: _____ Current Residence: _____
- Marital Status: Single Married Separated Divorced Widowed

2. Family Background & Societal Ties:

- Father's Name: _____ Occupation: _____
 _____ Deceased? [] Yes [] No
- Mother's Name: _____ Occupation: _____
 _____ Deceased? [] Yes [] No
- Spouse's Name (if applicable): _____ Occupation: _____
- Number of Children & Ages: _____
- Next of Kin (Primary Emergency Contact): _____
 Name: _____ Relationship: _____
- Phone 1: _____ Phone 2: _____
- Does any member of your immediate family (Spouse, Parents, Siblings) work for or with any competitor, regulator, or key partner in our industry? [] No [] Yes. If yes, provide details:

SECTION C: DETAILED EDUCATIONAL & PROFESSIONAL HISTORY

1. Academic Credentials (Start with highest):

Level (e.g. PhD, MSc, BBA, UACE)	Institution Name & Location	Year Completed	Major/ Specialization
Year Completed	Major /Specialization	Class /GPA	Attach certified copies? (Y/N)

2. Professional & Employment History (Last 10 years or last 3 roles):

Organization & your title	Employment period (MM/YYYY)	Key Responsibilities & Achievements (Bullet points)	Reasons for Leaving
Key Responsibilities & Achievements (Bullet points)	Reason for Leaving	Gross Monthly Salary at Exit	May we contact? (Y/N)

3. Career Aspirations & Financial Expectations:

- Why do you want to join Bondemala Investment-SMC Limited specifically? (Max 100 words):
- Where do you see yourself in our company in 5 years? _____
- Expected Gross Monthly Salary: UGX _____
- Notice Period Required: _____ Days/Weeks

SECTION D: INTEGRITY, FINANCIAL, & BACKGROUND CHECK DECLARATION

This section is mandatory. A “Yes” answer does not automatically disqualify you but requires full disclosure.

1. Have you ever been convicted of a criminal offense in any country or are you currently facing any criminal charges? No Yes → Provide full details (Nature, Country, Year, Outcome):

2. Have you ever been dismissed or asked to resign from any employment? No Yes → Provide details:

3. Financial Integrity Declaration:

a. Have you ever been declared bankrupt or entered into any formal debt settlement arrangement? No Yes → Details: _____

b. Do you have any outstanding significant loans or financial judgments against you?
[] No [] Yes → Brief Details (Nature, Approx. Amount): _____

4. Conflict of Interest Declaration: Do you have any ongoing business interests, directorships, or substantial shareholdings in any other company? [] No [] Yes → List them:

5. References: Provide two professional references (not relatives).

· 1. Name: _____

Title: _____

Company: _____

Email: _____

Phone: _____

· 2. Name: _____

Title: _____

Company: _____

Email: _____

Phone: _____

SECTION E: MEDICAL FITNESS & WORKPLACE ACCOMMODATION QUESTIONNAIRE

(Information held in strict confidence by HR for duty placement and wellness purposes only.)

1. Do you have any known medical condition that may require special accommodation or consideration in the workplace? [] No [] Yes → Briefly describe:

2. Are you on any long-term medication? [] No [] Yes → General Indication (e.g., for Hypertension, Asthma): _____

3. Are you able to perform duties that may involve: [] Prolonged computer work [] Travel [] Physical exertion [] Shift/Night work [] All of the above

4. For insurance purposes, please list any dependents you would consider registering on a company medical scheme:

SECTION F: PSYCHOMETRIC & CULTURAL FIT SELF-ASSESSMENT

Rate yourself from 1 (Strongly Disagree) to 5 (Strongly Agree):

· I am a natural leader who motivates teams. [1] [2] [3] [4] [5]

· I excel at analysing data to solve complex problems. [1] [2] [3] [4] [5]

· I believe success comes from teamwork ("Gathering"). [1] [2] [3] [4] [5]

- I adapt quickly to change and view challenges as growth opportunities. [1] [2] [3] [4] [5]
- My ethical standards are non-negotiable, even under pressure. [1] [2] [3] [4] [5]

Personal Statement: In 200 words or less, describe how you personally embody our motto “Gather To Grow” and what “growth” means to you in a professional context.

SECTION G: FINAL AUTHORIZATION & DATA PROTECTION CONSENT

I, _____ (Candidate’s Printed Name), hereby:

1. Certify that all statements in this dossier are true and complete.
2. Authorize Bondemala Investment-SMC Limited and its appointed agents to conduct thorough background checks, including but not limited to: educational verification, professional reference checks, criminal record checks (where legally permissible for the role), credit history checks (for fiduciary roles), and social media profile review.
3. Consent to the processing of my personal and sensitive data contained herein strictly for recruitment purposes, in compliance with the Uganda Data Protection and Privacy Act, 2019.
4. Understand that this pre-screening is the property of Bondemala Investment-SMC Limited.

- Candidate’s Signature: _____
- Date: _____
- Witness Name (if printed): _____ Witness Signature: _____

END OF DOSSIER

CONFIDENTIALITY & PROCESSING NOTE FOR THE COMMITTEE:

This completed dossier provides a 360-degree view of the candidate. The Committee should use it to shortlist only candidates who meet ALL baseline criteria for integrity, qualifications, experience, and cultural fit. The final interview will then focus on competency verification, deeper character assessment, and role-specific scenarios.