



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

1. Basic Information

- (i) Advert Number:
- (ii) Full Name:
- (iii) Personal Number.....
- (iv) Department/School.....
- (v) Date of First Appointment.....
- (vi) Date of appointment to the current Grade/position:
- (vii) Number of years served in the current grade (*as of 23rd January 2026*):
Years..... Months.....
- (viii) Official Email Address:

2. Position Details

- (i) Current Grade
- (ii) Current Designation:
- (iii) Grade applied for:
- (iv) Position Applied For:



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

3. Academic & Professional Qualifications

(i) List all relevant Academic qualifications (*attach certified copies*):

S. No	Qualification	Name of issuing institution	Year earned

(ii) List all relevant Professional qualifications (*attach certified copies*):

S. No	Qualification	Name of issuing institution	Year earned



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

4. Employment History

S. No	Employer	Position	From	To

5. Professional Experience & Key Achievements

Briefly outline key responsibilities, leadership roles, and notable achievements:

a) Job Description/Responsibilities



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

b) Leadership Roles (*State if you have been appointed to leadership duties*)

c) Notable Achievements for the last three years.



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

7. Postgraduate student supervision (*for Academic positions*)

Briefly outline number of students supervised since appointed to the current grade (*attach evidence of supervision*)

S. No	Name of student supervised	Level	Date and Year of graduation	Remarks

8. Research funds attracted since appointed to the current grade (*attach evidence of funds attracted*)

S. No	Nature of funds attracted	Estimated amount	Date the funds were attracted	Remarks



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

9. Membership of professional societies/bodies (*Attach evidence of membership*)

S. No	Name of the professional body	Year of registration	Remarks

10. Indicate conferences, seminars or workshops contributed to (*Attach evidence*)

S. No	Name and venue of the conference/seminar/workshop	Date attended and contributed to the conference/seminar/Workshop	Remarks



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

11. Performance appraisal

Appraised in the 2024/25 FY appraisal period (YES/NO)	Appraisal score	Performance Rating (<i>meets expectations, Below expectations etc...</i>)	Remarks

Key – Rating

- 5 – outstanding
- 4.0 – 4.99 – exceeds expectations
- 3.0 – 3.99 – Meets expectations
- 2.0 – 2.99 – Below expectations
- 0– 1.99 – Far below expectations



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

12. Attachments Checklist

Attach the following documents to this form: -

- (i) Cover letter giving details on justification for promotion.
- (ii) A copy of appointment letter to the current grade
- (iii) A copy of National ID
- (iv) Detailed and Updated Curriculum Vitae (CV)
- (v) Certified Academic & Professional Certificates
- (vi) Evidence of publications in a refereed journal (*for academic staff*)
- (vii) Evidence of supervision of post graduate students to completion (*for academic staff*)
- (viii) Evidence of funds attracted
- (ix) Evidence of membership to professional societies/bodies
- (x) Evidence of conferences, seminars or workshops attended and contributed to
- (xi) Latest Pay slip
- (xii) Any other supporting documents



HUMAN RESOURCE DEPARTMENT
INTERNAL PROMOTION APPLICATION FORM
2025/2026 FY

Doc No: FM-HR-007

Ver. No: 1.0

Rev Date: 04-07-2025

13. Declaration

I declare that the information provided in this application form is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

14. For Official Use Only

(i) Date Received: _____

(ii) Name of officer receiving the application: _____

(iii) Application Complete: YES / NO: _____

(iv) Signature & Stamp: _____