

# APPLICATION FOR EMPLOYMENT

(Specimen Self-Prepared Application)

1. Post Applied For: .....

Department / Faculty / Project: .....

Advertisement Reference & Date: .....

## PERSONAL INFORMATION

2. Full Name (Block Letters): .....

Name with Initials: .....

3. Permanent Address: .....

4. Mobile No: ..... WhatsApp No: .....

Email Address: ..... NIC No: .....

5. Date of Birth (YYYY/MM/DD): ..... Age as at Closing Date: .....

6. Gender: [ ] Male [ ] Female Civil Status: [ ] Single [ ] Married

## EDUCATIONAL QUALIFICATIONS

7. Higher Education (Degrees / Diplomas):

| Degree / Diploma | University / Awarding Body | Class / GPA | Year | Effective Date |
|------------------|----------------------------|-------------|------|----------------|
|                  |                            |             |      |                |
|                  |                            |             |      |                |
|                  |                            |             |      |                |

8. G.C.E. Advanced Level (A/L):

Year: ..... Index No: .....

| No. | Subject                              | Grade |
|-----|--------------------------------------|-------|
| 1   |                                      |       |
| 2   |                                      |       |
| 3   |                                      |       |
| 4   | General English                      |       |
| 5   | Common General Test (Marks / Status) |       |

9. G.C.E. Ordinary Level (O/L):

Year: ..... Index No: .....

| No. | Subject         | Grade | No. | Subject            | Grade |
|-----|-----------------|-------|-----|--------------------|-------|
| 1   | Religion        |       | 6   | History            |       |
| 2   | Sinhala / Tamil |       | 7   |                    |       |
| 3   | English         |       | 8   |                    |       |
| 4   | Mathematics     |       | 9   |                    |       |
| 5   | Science         |       | 10  | (Optional / Other) |       |

**PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS**

| Professional Body / Institute | Examination / Qualification Level | Status (Member / Passed) | Effective Date |
|-------------------------------|-----------------------------------|--------------------------|----------------|
|                               |                                   |                          |                |
|                               |                                   |                          |                |
|                               |                                   |                          |                |
|                               |                                   |                          |                |
|                               |                                   |                          |                |

**WORK EXPERIENCE**

| Institution / Organization | Designation | Period (From – To) | Total Service | Nature |
|----------------------------|-------------|--------------------|---------------|--------|
|                            |             |                    |               |        |
|                            |             |                    |               |        |
|                            |             |                    |               |        |
|                            |             |                    |               |        |
|                            |             |                    |               |        |
|                            |             |                    |               |        |

**NON-RELATED REFEREES**

Referee 01:

Name: .....

Designation: .....

Institution: .....

Address: .....

Contact / Email: .....

Referee 02:

Name: .....

Designation: .....

Institution: .....

Address: .....

Contact / Email: .....

**Declaration of Applicant:**

I hereby declare that the particulars furnished by me in this application are true, complete, and accurate to the best of my knowledge and belief. I understand that if any information is found to be false, incorrect, or misleading before or after selection, my application is liable to be rejected and any appointment terminated without notice.

.....  
Date.....  
Signature of Applicant**ENDORSEMENT OF HEAD OF INSTITUTION (FOR PUBLIC / SEMI-GOV SECTOR)**

I recommend and forward the application of Mr. / Mrs. / Miss ..... who is holding the post of ..... in this Department / Institute / Board. He / She can / cannot be released from service if selected for this post.

.....  
Date.....  
Signature & Official Stamp of Head of Dept