| *1.0 Full Name* | | | | | | | | | | | | | | | | | | | | |  |  | | |  |  | |  |  | |  |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
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| *2.0 Name with Initials* | | | | | | | | | | | | | | | | | | | | |  |  | | |  |  | |  |  | |  |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
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| *3.0 Postal Address* | | | | | | | | | | | | | | | | | | | | |  |  | | |  |  | |  |  | |  |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
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| *4.0 Contact details* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Tele.* | | *Land* | | | |  | |  | | |  | |  | |  | |  | |  | |  |  | | |  | *Fax* | | |  | |  |  |  |  | | |  |  |  | | |  | |  | |  | | | | | | | | | | | |  | | | | | | |
| *Mobile* | | | |  | |  | | |  | |  | |  | |  | |  | |  |  | | |  | *e-mail* | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *5.1 Are you a citizen of Sri Lanka?*  *(Delete the word inapplicable)* | | | | | | | | | | | | | | | | | | | Yes / No | | | | | *5.2 National Identity Card Number* | | | | | | | | | | | | | | | |  | | |  | |  |  | | | |  | |  | | |  | |  |  | |  | |  | |  |
| *6.1 Date of Birth*  *(DD/MM/YYYY)* | | | | | | | |  | | |  | |  | |  | |  | |  | |  |  | | | *6.2 Age (As at* ***25.05.2022****)* | | | | | | | | | | | | *Years* | | | | | |  | |  | | *Months* | | | | | | | |  | |  | | *Days* | | | |  |  |
| *7.1 Sex (Write the number in the cage)* | | | | | | | | | | | | | | | *0 - Male* | | | | | | *1 - Female* | | | | | | |  | | | *7.2 Civil Status (Write the number in the cage)* | | | | | | | | | | | | | | | *1 - Single* | | | | | | | *2 - Married* | | | | | | | | | |  | |
| *8.0 Qualifications* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *8.1 GCE (O/L) Examination* | | | | | | | | | | | | | | | | | *Year* | | | |  |  | | |  |  | | *School* | | | |  |  | | |  |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
| *Index Number* | | | | | |  | |  | | |  | |  | |  | |  | |  | |  |  | | |  |  | |  |  | | |  |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
| *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | | |  | *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | |
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| *GCE (O/L) Examination – 2nd Attempt ( if any)* | | | | | | | | | | | | | | | | | *Year* | | | |  |  | | |  |  | | *School* | | | |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
| *Index Number* | | | | | |  | |  | | |  | |  | |  | |  | |  | |  |  | | |  |  | |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
| *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | | |  | *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | |
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| *8.2 GCE (A/L) Examination* | | | | | | | | | | | | | | | | | *Year* | | | |  |  | | |  |  | | *School* | | | |  |  |  | | |  |  |  | | |  | |  | |  | | |  | |  | |  | | |  | | |  | |  | |  |  |
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| *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | | |  | *Subjects* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Grade* | |
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| *8.3 Professional Qualifications* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Name of the Course* | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Institution* | | | | | | | | | | | | | | | | | | | | | | | *Completed* | | | | | | | | | | | | | |
| *Level* | | | | | | | | | | | | *Date* | |
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| *9.0 Experience/ Service Record (Starting with present/ latest job)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Position* | | | | | | | | | | | | | | | | | | | | | | | *Employer / Organization / Institution* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Period* | | | | | | | | | | |
| *from* | | | | | | | *to* | | | |
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| *10.0 Trainings :* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Name of the Training Programme* | | | | | | | | | | | | | | | | | | | | | | | *Institution* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Year* | | | | | | | | | | |
| *from* | | | | | | | *to* | | | |
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| *11.1 Have you ever been convicted for any criminal offence before a court of law? (Delete the word inapplicable)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Yes / No* | | | | | | | | | | | | | | | | |
| *11.2 If your answer for 11.1 is Yes, please give details* | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *12.0 Two non-related referees* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | *Referee 1* | | | | | | | | | | | | | | | | | | | | | | | | | | *Referee 2* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Name and Address* | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *Telephone No.* | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *e-mail* | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *I certify that the above information given by me are true, complete and correct. I aware that misrepresentation and / or providing of false information, or willful suppression of any material fact, renders my application invalid and if found subsequently to the appointment, I will be dismissed without any compensation.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Date:* | | |  | |  | |  | | |  | | 2 | | 0 | | 2 | | 2 | |  | | | | | | | | | | *Signature of the Applicant:* | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
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| ***Instructions and notifications*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***1.0*** *Please attach the Copies of all Original Certificates, which are relevant to the applied post. (ie. Birth certificate, National Identity Card, Academic & Professional Qualifications and experience etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***2.0*** *Applicants are strictly advised to adhere to the prescribed application format and send scanned copies of the duly completed application form with all the required documents to* ***hrd\_recruitment@cbsl.lk*** *to reach the Director/Human Resources via email on or before* ***25.05.2022****. The words “Application for the Post of Junior Personal Assistant (English & Sinhala)” should be mentioned as the subject of the email.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***3.0*** *Applications, which are received after the closing date or not meeting the specified requirements will be rejected without notice at any stage of selection process.*  ***Any form of canvassing will be a disqualification*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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