| *1.0 Full Name*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *2.0 Name with Initials* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *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* |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| *GCE (O/L) Examination – 2nd Attempt ( if any)* | *Year* |  |  |  |  | *School* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Index Number* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Subjects* | *Grade* |  | *Subjects* | *Grade* |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *8.2 GCE (A/L) Examination* | *Year* |  |  |  |  | *School* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Index Number* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Subjects* | *Grade* |  | *Subjects* | *Grade* |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *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* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *10.0 Trainings :* |
| *Name of the Training Programme* | *Institution* | *Year* |
| *from* | *to* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *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* |  |
|  |
| *12.0 Two non-related referees* |
|  | *Referee 1* | *Referee 2* |
| *Name and Address* |  |  |
|  |  |
|  |  |
|  |  |
| *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:* |  |  |
|  |
|  |
| ***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*** |
|  |