

# *PARLIAMENT OF SRI LANKA*

## *Specimen Application Form*

## *Post of ... ... ... ... ... ... ... ... ... ... ... ... ...*

*01.* *(a)* *Name with initials (in English):.....*
*.....*

*(b)* *Names denoted by initials (in English) : .....*
*.....*

*(c)* *Full Name (in block Capitals): Mr./Mrs./ Miss .....*
*.....*

*02.* *National Identity Card No.* | | | | | | | | | | | | |

*03.* *(a)* *i). Personal Address:*
*.....*
*.....*
*.....*

*ii). Telephone No:* | | | | | | | | | | |

*iii). Whatsapp No:* | | | | | | | | | | |

*iv). E-mail address: .....*

*(b)* *i). Official Address: .....*
*.....*
*.....*

*ii). Official Telephone No:* | | | | | | | | | | |

*(c)* *Please indicate the address the admission to be posted*
*Private* ☐ *Office* ☐

*04.* *(a)* *Date of birth: .....(A copy of the birth certificate should be attached)*

*(b)* *Age as at closing date for applications: Years: ..... Months: ..... Days: .....*

*05.* *Civil Status: (Married/ Unmarried)*

*06.* *Gender: (Male/ Female)*

*07.* *State whether a citizen of Sri Lanka: (Yes/ No)*

*08.* *Educational Qualifications: (Copies of the certificates should be attached)*

| *(a) G. C. E. (O/L)* | | |
|---|---|---|
| ***Subjects*** | ***Pass*** | ***Year*** |
| *Sinhala/Tamil* | | |
| *English* | | |
| *Mathematics* | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| (b) G. C. E. (A/L) | | |
|---|---|---|
| ***Subjects*** | ***Pass*** | ***Year*** |
| | | |
| | | |
| | | |
| | | |

(c) *Details of the Degree*

i). *Effective date of the Degree* : ……..

ii). *University / Institution* : ……...

iii). *Name of the Degree* : ……

iv). *Subjects* : ……

09. *Professional/ Vocational Qualifications (Copies of the certificates should be attached)*

| ***Course*** | ***Institution*** | ***Duration*** | ***Effective Date*** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

10. *Experience (Copies of the certificates should be attached)*

| ***Institution*** | ***Post*** | ***Service Period*** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

11. *Other Qualifications (copies of the certificates should be attached ):*

……

……..……

…….....

12. *Details of Present Employment: (copies of the relevant documents should be attached ):*

(a) *Name and Address of the Institution: .....*

(b) *Date of First Appointment: .....*

(c) *Present Post: .....*

(d) *Monthly basic Salary: .....*

(e) *Allowances: .....*

(f) *Gross Salary: .....*

13. *Have you been convicted for a criminal offence by a Court of Law? (Yes/ No)*

*If yes, give details: .....*

*.....*

14. *Have you served under the Government before?. (Yes/ No)*

*If yes, give details: .....*

*.....*

*.....*

*I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.*

*Date: .....* *.....*

*Signature of the Applicant*

***<u>Recommendation of Head of Department/Institution</u>***

***(Only for applicants serving in the Public Service/Provincial Public Service)***

*Secretary-General of Parliament,*

*I recommend and forward the application of Mr/Mrs/Miss ..... holding the post of ..... in this Institution. I certify that he/she has been confirmed/ not confirmed in the post. His/Her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post. (Please strike through the irrelevant words.)*

*.....* *.....*

*Date:* *Signature of Head of Department/Institution*

*(Official Stamp)*