For office use

APPLICATION FORM (MM 1-1 / JM 1-1 / MA - 3)

1) Post applying for:

…...……

(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials

(In Sinhala)

……මයා/මිය/මෙනවිය

(In English/Block capital letters) Mr./ Mrs. / Miss:

…...……

3) Names denoted by the initials

(In Sinhala)

……

(In English / Block capital letters)

……

4) Nationality:

……

5) Gender: Female / Male:

……

6) National identity card No:

7) Date of birth:

8) Age:
(As at application closing date)

9) Residence details:

Address ……..... …….. ……..	
Telephone No	
Mobile No	
E - Mail	

Office details: (Present Employment Place)

Address ……..... …….. ……..	
Telephone No	
Mobile No	
E - Mail	

10) Educational Qualifications:

No	Course Name	Degree/P.G. Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Institute
01					
02					
03					

11) Professional qualifications:

No	Professional qualification	Validity Date	Institution	NVQ level
01				
02				
03				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13) Experiences Gained (Other Institutes):

Position	Institution	Period (From – To)	No of Years

14) Certificate / Letters regarding experience (Attach photocopy)

I. ……

II. ……

III. ……

Certification of the Applicant

I certify that I have read the notice calling for applications and have fully understood all the requirements and conditions relating to this application. I further certify that there are no judicial proceedings pending against me and that the information provided in this application is true and correct to the best of my knowledge.

I am aware that I will be disqualified from consideration for this post if any information provided by me is found to be false, incorrect, or misleading.

Date: ……. ……..……..

Signature of Applicant

Recommendation of the Head of the Institution

(For officers confirmed in the Public Service, Provincial Public Service, including Local Authorities, Public Corporations, Statutory Boards, and Fully State-Owned Companies)

I. I hereby certify that the information provided below is true and correct according to the personal file of Mr./Mrs./Miss _____ (Name of the applicant).

II. The applicant is currently serving at _____ (Present Place of Employment) as _____ (Substantive Post of the Applicant). No disciplinary action has been taken against him/her, and there is no pending or intended disciplinary action against him/her.

III. If selected for this post, he/she can be released from his/her substantive post, and this institution has no objection to such release.

Date: _____ _____

Signature and Official Seal of the

Head of the Institution