

Post Applied For:

Personal Details					
Family Name (Surname) with initials (<i>Mr/Mrs/Miss</i>)		Name indicated by initials (Underline the calling Name)		Attach a recent PHOTO	
Mobile No: Residential No: Office No: E-mail Address:		NIC No: Passport No: Driving License No:			
Address (Permanent) <u>District:</u>		Contact Address (If Different from Permanent)		Gender: Marital Status: Date of Birth: Age:	
Family Information					
Spous	Full name			Occupation / Place of Work	
Children					
Parents	Father				
	Mother				
Siblings					
Education					
GCE O/L School:		Year:		GCE A/L - School:	
Year:		Year:		Year:	
<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
1. Maths	-	6.	-	1.	
2. Sinhala/Tamil	-	7.	-	2.	
3. English	-	8.	-	3.	
4.	-	9.	-	4.	
5.	-	10.	-		
Knowledge of Languages: Indicate the language and ability to read (R), Write (W), Speak (S), or understand (U) <i>English</i> () () () () <i>Sinhala</i> () () () () <i>Tamil</i> () () () () <i>Other</i> () () () ()					
Training programmes/ Seminars / Workshops attended (<i>Which are relevant to the job applied for</i>)					

Academic & Professional Qualification

From (mm/yy)	To (mm/yy)	Name of Institution	Nature of degree / Diploma / certificate	Internal/ External	Class	Subjects of Study

Professional/Technical Qualification

From (mm/yy)	To (mm/yy)	Name of Institution	Nature of degree / Diploma / certificate	Internal/ External	Class	Subjects of Study

Membership in Recognized Professional Institutions

Position held by you in public, professional or social institution

Activities/Achievements in the field of sports, hobbies and other extra curricular activities

Main strengths relevant to the post applied for

If you are selected, how soon can you assume duties?

Employment History (Please start with present employment)

Name, Address & Tel No. of Employer	Designation	From DD/MM/ YY	To DD/MM/ YY	Main activities handled by you
<p>1.</p> <p><u>Name, Telephone No and Designation of Superior</u></p>				
<p>2.</p> <p><u>Name, Telephone No and Designation of Superior</u></p>				

3.				
<u>Name, Telephone No and Designation of Superior</u>				

<i>Total Executive Level Experience (mm/yy) (During entire career)</i>	<i>Total Non-Executive Experience (mm/yy) (During entire career)</i>
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Remuneration per month	<i>Present</i>	<i>Expected</i>	<i>Other Benefits Present Benefits</i>	<i>Expected Benefits</i>
Basic				
Allowances				
Bonus				
Total				

References- Please give names and addresses of 3 non-related referees

Name	Designation	Official address	TP No & E-mail Address
1.			
2.			
3.			

Have you got a close relative or friend working in SLSB? If so, give name and relationship? Yes No

Have you ever applied for a job at SLSB? If so, give details? Yes No

Have you ever been arrested, indicted, summoned to Court as defendant or convicted, fined or imprisoned? If yes, give particulars? Yes No

Have ever been interdicted, suspended, fined, dismissed, been the subject of arbitration, Labour Tribunal case in connection with work? If so, give details. Yes No

Have you known physical, mental, pschycomatic defects or disabilities? If yes, briefly indicate. Yes No

IMPORTANT: Additional information could be given by attaching sheets of the same size (A4). Please staple all papers together. Do not use paper clips. Mail to the Senior Manager - HRD & Establishment to reach on the specified date preferably in a large envelope, without folding the document.

PLEASE ENSURE THAT ALL QUESTIONS HAVE BEEN ANSWERED IN FULL, BEFORE SIGNING THE APPLICATION

I, the undersigned, certify that the statements made by me herein are complete and true to the best of my knowledge and belief. I understand that any willful mis-statement renders me liable for dismissal, if employed.

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Name
Signature
Date