

# JOB APPLICATION FORM

(Please complete only the sections relevant to applicant)

Photo

POSITION APPLIED FOR .....

SECTION

(Section should be filled according to the advertisement – Ex : Research Scientist (RS)– Food Technology Section)

## 01. Personal Details

Name in Full Rev./ Mr./Mrs./Miss		
Name with initials		
Date of Birth		Age :
Gender		
National Identity Card No		
Civil Status		
Whether Citizen of Sri Lanka or not		
Schools Attended		
Permanent Address		
Contact Numbers		
E-mail		

## 02. Educational Qualifications (Please attach copy of certificates)

2.1 G.C.E. (O/L) Examination in ..... under the index number .....

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

2.2 G.C.E. (A/L) Examination in ..... Under the index number .....

Stream .....

<i>Subject</i>	<i>Grade</i>

**2.3 Degree/ Equivalent**

<i>Degree</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (3 or 4 Years)</i>

Remarks:.....

**2.4 Post Graduate Degree/ Equivalent**

<i>Degree</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (1 or 2 Years)</i>

Remarks:.....

**2.5 Advanced Diploma/ Diploma Level Qualifications (Including Computer, Language etc.)**

<i>Advance Diploma/ Diploma etc.</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class/Grade obtained</i>	<i>Date of Award</i>	<i>Duration (1 or 2 Years)</i>

Remarks:.....

**2.6 Certificate Level Qualification (Including Computer, Language etc.)**

<i>Certificate</i>	<i>Field</i>	<i>Name of Institution</i>	<i>Class obtained</i>	<i>Date of Award</i>	<i>Duration (No of months)</i>

Remarks :.....

**3. Professional Qualifications (Please attach copy of certificates)**

Description of qualification	Institute	Year/ Duration

Remarks:.....

**4. Working Experience (Please attach copy of certificates)**

Employer/Institution	Designation	From - To	Reason for leaving	Number of Years

Remarks:.....

**5. Extra Curricular Activities**

Activities	Name of Institution	Certificate obtained	Dates

Remarks:.....

**6. Research , Laboratories, Business Development, Project Involvements / Experience**

Institute	Detail of subject	Year/ Duration

**7. Other Special Achievements (Including Leadership, Managerial etc. )**

Achievement	Institute	Year/ Duration

**8. Publications , patent & Awards**  
Please use separate sheet and attach

**9. Any further relevant particulars (Not included above)**

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.....  
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**10. Two Non Related Referees**

Name	Address	Contact No

I hereby certify that the above particulars furnished by me are true and accurate to the best of my Knowledge.

.....  
Signature of Applicant

.....  
Date

**Recommendation of the Head of the Institution**

( If employed in Government Departments/ State Corporations/ Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.)

I recommended and forwarded herewith the application of .....  
for the above post and agree/ do not agree to release him/ her in case selected to the post applied for.

.....  
Date

.....  
Head of the Institution (Official Stamp)

**Notes:**

1. The following documents should be annexed to the application (Photo Copies only) (non –returnable) of
  - I. Copy of the National ID card
  - II. Certificate of Birth
  - III. Certificates of educational and professional qualifications.
  - IV. Any other testimonials obtained in support of your application.

2. Originals of certificates should not be forwarded along with the application but they should be produced for examination only if summoned for interview.
3. If given space is not sufficient in above sections, please use separate sheets and attach.

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***For office use only***

<i>Post applied</i>	<i>Section / Lab</i>	<i>Basic qualification fulfilled</i>	<i>Basic qualification not fulfilled</i>	<i>HR Remarks</i>

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Checked by

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Certified by

Kaspk/ab  
11072018