

## 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<br>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)**

| <i>Employer/Institution</i> | <i>Designation</i> | <i>From - To</i> | <i>Reason for leaving</i> | <i>Number of Years</i> |
|-----------------------------|--------------------|------------------|---------------------------|------------------------|
|                             |                    |                  |                           |                        |
|                             |                    |                  |                           |                        |
|                             |                    |                  |                           |                        |

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)**

.....  
.....  
.....  
.....

**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.

.....

***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> |
|---------------------|----------------------|--------------------------------------|------------------------------------------|-------------------|
|                     |                      |                                      |                                          |                   |

.....  
 Checked by

.....  
 Certified by

Kaspk/ab  
 11072018