Specimen Application Form

SRI LANKA JUDGES' INSTITUTE

Application for the Post of Driver (Primary - Skilled)
(To be sent by Registered Post. Please state "Application for the Post of Driver" on the top left corner of the envelope)

1. Personal Details:

- **1.1 Full Name (In Sinhala)** **:** .....
- **1.2 Full Name (In English Block Letters)** **:** .....
- **1.3 Name with Initials (In Sinhala)** **:** .....
- **1.4 Name with Initials (In English Block Letters)** **:** .....
- **1.5 Permanent Address** **:** .....
- **1.6 National Identity Card (NIC) No** **:** .....
- **1.7 Telephone Number** **:** .....
- **1.8 Email** **:** .....
- **1.9 Date of Birth** **:** Year: ..... Month: …..... Date: .....
- **1.10 Age as at the closing date of application** **:** Years: ..... Months: ..... Days: .....
- **1.11 Gender (Male / Female)** **:** .....
- **1.12 Marital Status** **:** .....

2. Educational Qualifications:

(G.C.E. Ordinary Level Examination - Passed 06 subjects with at least 02 credit passes in not more than two sittings. Certified copies of certificates must be attached.)

2.1 First Sitting:
Year of Exam: ..... Index No: .....

No.	*Subject*	*Grade*
01		
02		
03		
04		
05		
06		
07		
08		
09		

2.2 Second Sitting (Only if applicable):
Year of Exam: ..... Index No: .....

No.	*Subject*	*Grade*
01		
02		
03		
04		
05		
06		
07		
08		
09		

3. Details of Driving License:

3.1 Driving License Number **:** .....
3.2 Date of Issue **:** .....
3.3 Date of Expiry **:** .....
3.4 License Category (Heavy Vehicle / Light Vehicle) **:** .....

4. Details of Experience:

(External applicants must submit certified copies proving 03 years of experience after obtaining a heavy vehicle license / Internal applicants must submit certified copies proving 03 years of driving experience.)

Name of Institute	*Designation*	*From (Date)*	*To (Date)*	*Period of Service (Years/Months)*

5. For Internal Applicants Only:

(For those who have completed 05 years of satisfactory service in a Primary Semi-Skilled (PL-2) or Primary Non-Skilled (PL-1) category)

5.1 Present Position **:** .....
5.2 Service Category (PL-1 / PL-2) **:** .....
5.3 Date of Appointment to Present Position **:** .....
5.4 Total Completed Period of Service **:** .....

6. Details of Two Non-Related Referees from whom Character Certificates can be Obtained:

- **Referee 1:**
  - Name : .....
  - Designation & Address : .....
  - Telephone No. : .....
- **Referee 2:**
  - Name : .....
  - Designation & Address : .....
  - Telephone No. : .....

7. Applicant's Declaration:

I hereby declare that all the information provided by me in this application is true and correct to the best of my knowledge and belief. I acknowledge that if any false, incorrect, or misleading information is disclosed, the institute reserves the right to reject my application or terminate my service if I have been recruited.

Date: ..... Signature of Applicant: .....

8. Certificate of the Head of Department / Institution:

(Only for applicants currently serving in Public Departments, Corporations, or Statutory Boards)

I certify that Mr. / Miss / Mrs. ..... who presents this application is currently serving as ..... in this Department / Institution, and that he / she can / cannot be released from service if selected for the above post.

....

(Date) (Signature and Official Stamp of the Head of Institution)

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