NATIONAL SAVINGS BANK

APPLICATION TO THE POST OF ……

1. Name in Full : (Mr / Mrs / Miss) (Please underline surname)				
2. Mailing Address : Mobile No :				
3. Address of Permanent Residence: Telephone No : District :				
4. E-mail :				
5. Date of Birth :				
6. Civil Status :				
7. Nationality :				
8. National Identity Card No :				
9. Education				
A. School Attended:				
B. Higher Education				
Name of University / Institute	Period		Title of Degree	Results (Class & Division)
	From	To		
C. Professional Education				
Name of Institute	Period		Title of Course	Results
	From	To		
	.			
10. Memberships of Professional Bodies:				

11. Working Experience :

Name & Address of the Institution	Designation	Duration	Main duties and responsibilities handled by you

12. Extracurricular activities:

13. Non-Related Referees :

	Name & Occupation	Office Address & Telephone No.	Residential Address' Telephone No. & E-mail
i)			
ii)			

13. I certify that all the information given by me in this application is complete and true and I agree that if, after appointment any item of information is found to be incomplete or untrue, I will be liable for termination of my employment.

Date : …….

…….
Signature

Photocopies of the following documents should be attached:

(a) Certificate of Birth
(b) National Identity Card
(c) Educational & Professional qualifications Certificates
(d) Service Certificates

(Photocopies of certificates should be certified by the applicant)

HRD Division
National Savings Bank
Head Office
Colombo 3.

For Official Use :