Specimen Application Form

Recruitment to Posts in Grade III of the Office Employees' Service

Ministry of Foreign Affairs, Foreign Employment, and Tourism

(For office use only)

Sinhala	
Tamil	
English	

Language Medium applied:

1. Name with Initials (in Sinhala) : Mr./ Mrs./ Miss..... ....
2. Name with Initials (in English) : Mr./ Mrs./ Miss ....
3. Names denoted by initials (in Sinhala): ....

4. National Identity Card No:

Year: | | | | | **Month:** | | | **Date:** | | |

5. Date of Birth :

Y: | | **M:** | | **D:** | |

6. Age as at closing date of application (2026.11.27) :

7. Permanent Address: ....
8. District of Residence: ....

Residence: | | | | | | | | | | | Personal | | | | | | | | | | |

9. Telephone Numbers

10. E-mail Address: .....

11. Educational Qualifications:

I. Results of the First Sitting Year .... Month.....

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

II. Results of the Second Sitting: Year ..... Month.....

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

1.1 Details of the G.C.E.(A/L) Examination

Examination Year and Month: .... Index Number: ....

Results

Subject	Grade
1.	
2.	
3.	
4.	

1. Other Qualifications: ....

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2. Experience relevant to the post (If you have experience in building maintenance and building management activities , please mention it specifically):: .....

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3. Sports and Extracurricular Activities : .....

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15. Have you ever beenconvicted by a court of law for any offence ? (Place '' tick the relevant box) (If 'Yes', providedetails) Yes ☐ No ☐

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16. Applicant's Declaration:

a. I respectfully state that the information furnished by me in this application is true and correct to the best of my knowledge. I hereby agree to bear the loss that may occur due to some parts filled incompletely and/or completing incorrectly. Furthermore, I state that I have completed accurately all parts contained herein.

b. I am aware that if any statement made by me is proven false, I shall be subject to be disqualified prior to the appointment, and to be dismissed from service after the appointment.

c. I shall not alter any of the information mentioned herein later.

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Date **Signature of the Applicant**