HECTOR KOBBEKADUWA AGRARIAN RESEARCH & TRAINING INSTITUTE

APPLICATION FORM

POST OF … ……

01. Name in Full :

02. Name with initials :

03. 3.1 Address :

3.2 Tel. No. (If available) :

3.3 E-Mail (If available) :

04. 4.1 Date of birth : Year .....… Month .....… Day ….....…

4.2 Age at the closing date of Application : Years …..… Months .....… Days ….....…

05. State whether you are a citizen Of Sri Lanka by descent or by Registration -

National Identity Card No. / ….....…
If by registration state no. &
date or registration -

06. 6.1 Educational Record :

Name of the Educational Institute	**Period of study**		**Examination**			
	From	**To**	**O/L Year ……..…**		**A/L Year ……..**	
			Subject	**Grade**	**Subject**	**Grade**

6.2 Other Educational Qualifications: (Indicate only the educational qualifications stipulated for the post) attach copies of certificates

Degree / Diploma or other examination	Educational Institute	Date of passing & Examination No.	Subjects	Standard reached

6.3 Professional Qualifications: State first, the professional qualifications stipulated (If any) for this post (Attach copies of certificates)

Details of qualifications obtained	Name of Institution	Date/Course duration

6.4 Additional Qualifications : (Attach copies of certificates)

Details of qualifications obtained	Name of Institution	Date/Course duration

07. Any Prizes, Scholarships awarded :

08. Extra curricular/ social activities :

09. Proficiency in Languages :

Language	Proficient in			Highest examination passed as a subject
	Reading	Writing	Speaking	
Sinhala	Yes / No	Yes / No	Yes / No	
Tamil	Yes / No	Yes / No	Yes / No	
English	Yes / No	Yes / No	Yes / No	

10. Employment Record :

Name of Employer/ Institution	Posts held	Period		Reasons for Leaving	Salary drawn
		From	To		

11. Two referees not related to you, familiar with your work and character :

Name	Profession/Status	Address/Tel No.

12. Have you been convicted of any offence in a Court of Law?
If so, give details

I hereby declare that this application is in response to the advertisement appearing on **the notice board** of **Hector Kobbekaduwa Agrarian Research & Training Institute** The particulars contained herein are true and correct to the best of my knowledge and that I have not withheld any information which I ought to disclose. I have read the general terms and conditions of employment and agree to abide by them. I am aware that in case any information given by me is incorrect, I am liable to disqualification if the inaccuracy is discovered before appointment and to dismissal without notice or compensation if the inaccuracy is discovered after appointment.

Date: …….. **……..……**

Signature

Certification of Department/ Head of the Institute

Relevant only for those who are already in the service of Government/ Government Corporations/ Statutory Boards?

I certify that Mr. /Mrs. /Miss. …….. Who is submitting this application is an employee of this Ministry/Department/Board/ Corporation and that his/her performance and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or it is not intended to take such action against him/her. In the event of his/her selection for the above post he/she can be released.

Date: …….. **……..……**

Head of Department/ Institute
Signature & Seal