

Application No.

Call Up No.

Office Use Only

O/L Exam English A/L Exam

Experience Training Courses Typing

Qualified Not

Reason

**AIRPORT & AVIATION SERVICES (SRI LANKA)(PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE**

APPLICATION FOR THE POST OF **SECRETARY**
 TRAINEE SECRETARY

01 Title : Mr Mrs Miss

Last Name:

Initials with Last Name

Full Name as in :
NIC (In Block Letters)

02 NIC No: Date of Issue:
Date Month Year

Date Of Birth : Age as at 06/02/2024:
Date Month Year year Month

Gender: Male Female Nationality:

Marital Status : Single Married Divorced Widow

03 Contact Details

Permanent Address :

City/Town: Postal Code :

Telephone Numbers
Home: Mobile No:

Office : e-Mail:

District : Province :

04 **Highest Education Qualification** : _____

05 **Academic Qualifications (Copies of certificates should be attached)**
G C E (O/L)

Subject	Grade	Index No	Year

06 **G C E (A/L) (Copies of certificates should be attached)**

Index No : _____ Year : _____

Subject	Grade	Subject	Grade

07 **a) Professional Qualifications in Secretarial Practice (Copies of certificates should be attached)**

Name of the Institute	Name of the Course	Period		Effective Date
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	

b) Speed of English Typewriting - w.p.m.
 Speed of Sinhala Typewriting - w.p.m

08

Any Other relevant qualifications

09

Work Experience (Copy of Service certificate or Appointment Letter should be attached)

Name of the Organization	Position held	Period		No of years /Months
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	

10

Details of two non related referees:

No.	Name	Designation ,Official Address & Tele. Nos.	Residential Address & Tele. Nos.

I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

Signature of the applicant: _____ Date: _____