



Pre-Screening Form

VN12/2022 Admin Assistant - Colombo

Candidate's Name:

NIC Number:

Passport Number:

IOM Experience: Yes No

Required Qualifications: Yes No

University degree in Business Administration and/or related field with 2 years of related work experience

OR

High School Diploma with 4 years of related work experience

Preferred Qualifications: Yes No

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting

Experience carrying out general administration duties (specify the area)

License: Yes No

SLMC/SLNC (only for medical positions)

If yes, please indicate the no:

Language	READ			WRITE			SPEAK		
	Excellent	Good	Poor	Excellent	Good	Poor	Excellent	Good	Poor
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sinhala	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

I certify that above information provided is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in disqualification.