

# JOB APPLICATION FORM

(Please complete only the sections relevant to applicant)

Photo

POSITION APPLIED FOR .....

SECTION

(Section should be filled according to the advertisement – Ex : Research Scientist (RS)– Food Technology Section)

## 01. Personal Details

|                                     |  |       |
|-------------------------------------|--|-------|
| Name in Full<br>Rev./ Mr./Mrs./Miss |  |       |
| Name with initials                  |  |       |
| Date of Birth                       |  | Age : |
| Gender                              |  |       |
| National Identity Card No           |  |       |
| Civil Status                        |  |       |
| Whether Citizen of Sri Lanka or not |  |       |
| Schools Attended                    |  |       |
| Permanent Address                   |  |       |
| Contact Numbers                     |  |       |
| E-mail                              |  |       |

## 02. Educational Qualifications (Please attach copy of certificates)

2.1 G.C.E. (O/L) Examination in ..... under the index number .....

| <i>Subject</i> | <i>Grade</i> | <i>Subject</i> | <i>Grade</i> |
|----------------|--------------|----------------|--------------|
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |

2.2 G.C.E. (A/L) Examination in ..... Under the index number .....

Stream .....

| <i>Subject</i> | <i>Grade</i> |
|----------------|--------------|
|                |              |
|                |              |
|                |              |
|                |              |

**2.3 Degree/ Equivalent**

| <i>Degree</i> | <i>Field</i> | <i>Name of Institution</i> | <i>Class/Grade obtained</i> | <i>Date of Award</i> | <i>Duration (3 or 4 Years)</i> |
|---------------|--------------|----------------------------|-----------------------------|----------------------|--------------------------------|
|               |              |                            |                             |                      |                                |
|               |              |                            |                             |                      |                                |
|               |              |                            |                             |                      |                                |

Remarks:.....

**2.4 Post Graduate Degree/ Equivalent**

| <i>Degree</i> | <i>Field</i> | <i>Name of Institution</i> | <i>Class/Grade obtained</i> | <i>Date of Award</i> | <i>Duration (1 or 2 Years)</i> |
|---------------|--------------|----------------------------|-----------------------------|----------------------|--------------------------------|
|               |              |                            |                             |                      |                                |
|               |              |                            |                             |                      |                                |
|               |              |                            |                             |                      |                                |

Remarks:.....

**2.5 Advanced Diploma/ Diploma Level Qualifications (Including Computer, Language etc.)**

| <i>Advance Diploma/ Diploma etc.</i> | <i>Field</i> | <i>Name of Institution</i> | <i>Class/Grade obtained</i> | <i>Date of Award</i> | <i>Duration (1 or 2 Years)</i> |
|--------------------------------------|--------------|----------------------------|-----------------------------|----------------------|--------------------------------|
|                                      |              |                            |                             |                      |                                |
|                                      |              |                            |                             |                      |                                |
|                                      |              |                            |                             |                      |                                |

Remarks:.....

**2.6 Certificate Level Qualification (Including Computer, Language etc.)**

| <i>Certificate</i> | <i>Field</i> | <i>Name of Institution</i> | <i>Class obtained</i> | <i>Date of Award</i> | <i>Duration (No of months)</i> |
|--------------------|--------------|----------------------------|-----------------------|----------------------|--------------------------------|
|                    |              |                            |                       |                      |                                |
|                    |              |                            |                       |                      |                                |
|                    |              |                            |                       |                      |                                |

Remarks :.....

**3. Professional Qualifications (Please attach copy of certificates)**

| Description of qualification | Institute | Year/ Duration |
|------------------------------|-----------|----------------|
|                              |           |                |
|                              |           |                |
|                              |           |                |

Remarks:.....

**4. Working Experience (Please attach copy of certificates)**

| Employer/Institution | Designation | From - To | Reason for leaving | Number of Years |
|----------------------|-------------|-----------|--------------------|-----------------|
|                      |             |           |                    |                 |
|                      |             |           |                    |                 |
|                      |             |           |                    |                 |

Remarks:.....

**5. Extra Curricular Activities**

| Activities | Name of Institution | Certificate obtained | Dates |
|------------|---------------------|----------------------|-------|
|            |                     |                      |       |
|            |                     |                      |       |
|            |                     |                      |       |

Remarks:.....

**6. Research , Laboratories, Business Development, Project Involvements / Experience**

| Institute | Detail of subject | Year/ Duration |
|-----------|-------------------|----------------|
|           |                   |                |
|           |                   |                |
|           |                   |                |

**7. Other Special Achievements (Including Leadership, Managerial etc. )**

| Achievement | Institute | Year/ Duration |
|-------------|-----------|----------------|
|             |           |                |
|             |           |                |
|             |           |                |

8. **Publications , patent & Awards**  
Please use separate sheet and attach

9. **Any further relevant particulars (Not included above)**

.....  
.....  
.....  
.....

10. **Two Non Related Referees**

| Name | Address | Contact No |
|------|---------|------------|
|      |         |            |
|      |         |            |
|      |         |            |

I hereby certify that the above particulars furnished by me are true and accurate to the best of my Knowledge.

.....  
Signature of Applicant

.....  
Date

**Recommendation of the Head of the Institution**

( If employed in Government Departments/ State Corporations/ Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.)

I recommended and forwarded herewith the application of .....  
for the above post and agree/ do not agree to release him/ her in case selected to the post applied for.

.....  
Date

.....  
Head of the Institution (Official Stamp)

**Notes:**

1. The following documents should be annexed to the application (Photo Copies only) (non –returnable) of

I. Copy of the National ID card

- II. Certificate of Birth
- III. Certificates of educational and professional qualifications.
- IV. Any other testimonials obtained in support of your application.

- 2. Originals of certificates should not be forwarded along with the application but they should be produced for examination only if summoned for interview.
- 3. If given space is not sufficient in above sections, please use separate sheets and attach.

.....

***For office use only***

| <i>Post applied</i> | <i>Section / Lab</i> | <i>Basic qualification fulfilled</i> | <i>Basic qualification not fulfilled</i> | <i>HR Remarks</i> |
|---------------------|----------------------|--------------------------------------|--|-------------------|
|                     |                      |                                      |  |                   |

.....  
Checked by

.....  
Certified by

Kaspk/ab  
11072018