

Office Use Only

Application No.

Call Up No.

O/L Exam

English

A/L Exam

Experience

Training Courses

Typing

Qualified Not qualified

Reason

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

APPLICATION FOR THE POST OF SECRETARY

Personal Details :

01. Name in full :
(Mr/Mrs/Miss)

02. Address :

03. Date of Birth : Age :

04. Contact Tele. No. : Residence No. :

Mobile No. :

05. E-mail Address (If any) :

06. Educational Qualifications :

(a) GCE (O/L) Year :

<u>Subject</u>	<u>Grading</u>	<u>Subject</u>	<u>Grading</u>
1. English	6.
2.	7.
3.	8.
4.	9.
5.	10.

(b) GCE (A/L) Year :

<u>Subject</u>	<u>Grading</u>	<u>Subject</u>	<u>Grading</u>
1.	3.
2.	4.

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

<u>Name of Institute</u>	<u>Name of the Course</u>	<u>Duration of the Course</u>
.....
.....

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

08. Any other relevant qualifications

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09. Work Experience (Copies of the service certificates/Appointment Letters should be attached)

	<u>Name of the Organization</u>	<u>Position held</u>	<u>From</u> <u>DD/MM/YY</u>	<u>To</u> <u>DD/MM/YY</u>	<u>No. of yrs.</u>
1.
2.

10. Details of two non related referees:

	<u>Name</u>	<u>Designation, Official Address & Official Tel. Nos.</u>	<u>Residential Address & Tel. No.</u>
1.

2.

I hereby certify that the above particulars submitted by me in this application are true and accurate. I am aware that if any 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 :

Date :