

**MINISTRY OF FINANCE**  
**Social Safety Net Project**  
**Application Form**

POST APPLIED :																				
01	Name in Full :																			
02	Name with Initials :																			
03	Permanent Address :																			
04	Tel :			Mobile :																
	Fax :			E-mail :																
05	National Identify Card No :																			
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																			
06	Date of Birth :		Year :	Month:	Day:															
07	Age as at closing date of Applications :		Years :	Months:	Days:															
08	Civil Status :																			
09	Citizenship :																			
10	Higher Educational Qualifications [First Degree and Postgraduate Degree (s)]																			
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 20%;">University / Institution</th> <th style="width: 15%;">Degree</th> <th style="width: 10%;">Class</th> <th style="width: 15%;">Special or General Degree</th> <th style="width: 20%;">Main Subject/ Subjects</th> <th style="width: 15%;">From-To</th> <th style="width: 15%;">Effective date of Degree</th> </tr> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						University / Institution	Degree	Class	Special or General Degree	Main Subject/ Subjects	From-To	Effective date of Degree							
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11	Professional Qualifications / Chartered Corporate Memberships etc.																			
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 25%;">University/ Institution</th> <th style="width: 25%;">Examination passed</th> <th style="width: 25%;">Specialization</th> <th style="width: 25%;">Year of Passing</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> </tr> </table>						University/ Institution	Examination passed	Specialization	Year of Passing										
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12	Certificates (if any)					
	<b>Course/Certificate</b>		<b>Field</b>	<b>Name of the Institution/University</b>		<b>Year</b>
13	Any other Academic Distinctions Scholarships, Medals, Prizes, etc. (indicate the Institution from which such awards have been obtained) and research and publications, if any					
14	Service, Class, and appointment date to the service, if a government employee					
15	Current Employment Records					
	<b>Post</b>	<b>Designation</b>	<b>Institution</b>	<b>Brief Description of Duties</b>	<b>Time Period</b>	
					From (dd/mm/yyyy)	To (dd/mm/yyyy)
16	Previous working Experience (Starting with present position and continue in reverse order)					
	<b>Post/Designation</b>	<b>Institution</b>	<b>Brief Description of Duties</b>	<b>Relevancy to the applied post</b>	<b>Time Period</b>	
					(dd/mm/yyyy)	(dd/mm/yyyy)

17	Proficiency in Languages (Please Mark '✓' in the relevant cage)								
		Written				Spoken			
	Language	Very Good	Good	Satisfactory	Week	Very Good	Good	Satisfactory	Week
18	Leadership/ Management experience								
19	Extra Curricular activities								
20	Special Skills								
21	Creativity (including patents)								
22	Are you under any obligatory National Service (If yes, specify)								
23	If selected, what is the earliest date that you can assume duties :								

24	Names of two persons (with addresses and contact numbers) to whom reference can be made:
25	<p>I hereby declare that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before the selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.</p> <p>.....</p> <p>Signature of the Applicant</p> <p>.....</p> <p>Date</p>
26	For Public Sector Candidates
	<p>Application for the post of.....submitted by .....  ..... is forwarded herewith. If he / she is selected for the said post he / she can / cannot be released.</p> <p>Date : .....</p> <p>Signature of the Head of Institution  (Please place official seal of Head of Institution)</p>
	<b>Note</b>
(i)	If the sheets above are not sufficient, please use extra sheets, when & where necessary.
(ii)	Indicate the list of documents attached along with the application form.
	(a) .....
	(b) .....
	(c) .....



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