

Welfare Benefits Board  
Ministry of Finance and Mass Media  
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%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </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;"> <thead> <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> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </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																			
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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)																																																																								
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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>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 / Corporate Sector Candidates
	<p>be released.</p> <p>Date :</p> <p>(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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