

# Housing Development Finance Corporation Bank of Sri Lanka



Sir Chittampalam A Gardiner Mawatha,  
P. O. Box 2085,  
Colombo 02.

## Application Form

**(Instructions:** Please fill in the required information clearly and completely. Type or write legibly in black ink. If you need more space, attach additional pages of the same size)

**POST:**

### 01. Personal Details

<b>1.1</b> Family Name (Surname) with initials <i>(Mr/Mrs/Miss)</i>		<b>1.2</b> Name indicated by initials	
<b>1.3</b> Address <i>(Permanent Residence)</i>		<b>1.4</b> Contact Address <i>(If different from Permanent Residence)</i>	
<b>1.5</b> Telephone No:		<b>1.6</b> Telephone No:	
<b>1.7</b> E-mail address	<b>1.8</b> Mobile No:	<b>1.9</b> Office Telephone No: Fax No:	
<b>1.10</b> Date of Birth:  Age:	<b>1.11</b> National ID No:  Passport No:	<b>1.12</b> Marital Status:	

### 02. Education

	From	To	School	Area (Maths/Science/Commerce/ Arts)
<b>2.1</b> GCE O/L				
<b>2.2</b> GCE A/L				
<b>2.3 Academic &amp; Professional Qualification</b>				
<b>2.3.1</b> Academic Qualification	University	From-To	Nature Of Degree	

<b>2.3.2 Professional Qualification</b>	Institution	From-To	Nature of Qualification		
<b>3.0 Other Training Programs / Seminars/ Workshops attended</b> <i>(which are relevant to the present job)</i>					
<b>3.1 Membership in Recognized Professional Institutions</b>					
<b>3.2 Computer Literacy (Ms Office: Word, Excel, Power point)</b>					
<b>04. Employment History (Please start with present employment)</b>					
Name & Address of Employer	Designation	From DD/MM/YY	To DD/MM/YY	Name, Telephone No and Designation of Superior Officer	Reason for leaving the relevant working place.

## 05. Other Information

**5.1.1** Do you have any friends or relatives working at HDFC Bank? If yes, please state name and relationship.

### 5.2 Court Cases/ Disciplinary actions

**5.2.1** Have you ever been convicted or pleaded guilty in a court of law for any crime and or offence other than minor traffic offences? Are there any court cases pending against you? If yes, give details.

**5.2.2** Has disciplinary action been taken against you and or contemplated against you by a previous employer?

<b>6.3</b> Medical Status:
<b>6.3.1</b> Do you suffer from any illnesses? If yes, give details.
<b>6.4</b> professional interest & activities

## 07.References

<b>7.1</b> Please give names and addresses of two referees		
<b>Name</b>	<b>Official Address</b>	<b>Telephone Number</b>
<b>7.1.1</b>		
<b>7.1.2</b>		

I certify that the information I have provided in this employment application is accurate and has been compiled to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in this application will be sufficient reason to deny employment and / or may be reason for future dismissal.

.....  
**Signature of the Applicant**

.....  
**Date**



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