

# HECTOR KOBBEKADUWA AGRARIAN RESEARCH & TRAINING INSTITUTE

# APPLICATION FORM

**POST OF** .....

- |     |                                                                                  |   |                                                                                              |
|-----|----------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------|
| 01. | Name in Full                                                                     | : | (Mr./Mrs./Miss.)                                                                             |
| 02. | Name with initials                                                               | : |                                                                                              |
| 03. | 3.1 Address                                                                      | : |                                                                                              |
|     | 3.2 Tel. No. (If available)                                                      | : |                                                                                              |
|     | 3.3 E-Mail (If available)                                                        | : |                                                                                              |
| 04. | 4.1 Date of birth                                                                | : | Year ..... Month ..... Day .....                                                             |
|     | 4.2 Age at the closing date of Application                                       | : | Years ..... Months ..... Days .....                                                          |
| 05. | State whether you are a citizen<br>Of Sri Lanka by descent or by<br>Registration |   | National Identity Card No. / .....<br>If by registration state no. &<br>date or registration |
| 06. | 6.1 Educational Record                                                           | : |                                                                                              |

[illegible]

6.2 Other Educational Qualifications: (Indicate only the educational qualifications stipulated for the post) attach copies of certificates

<b>Degree / Diploma or other examination</b>	<b>Educational Institute</b>	<b>Date of passing &amp; Examination No.</b>	<b>Subjects</b>	<b>Standard reached</b>

6.3 Professional Qualifications: State first, the professional qualifications stipulated (If any) for this post (Attach copies of certificates)

<b>Details of qualifications obtained</b>	<b>Name of Institution</b>	<b>Date/Course duration</b>

6.4 Additional Qualifications : (Attach copies of certificates)

<b>Details of qualifications obtained</b>	<b>Name of Institution</b>	<b>Date/Course duration</b>

07. Any Prizes, Scholarships awarded :

08. Extra curricular/ social activities :

09. Proficiency in Languages : (Attach copies of certificates)

Language	Proficient in			Highest examination passed as a subject
	Reading	Writing	Speaking	
Sinhala	Yes / No	Yes / No	Yes / No	
Tamil	Yes / No	Yes / No	Yes / No	
English	Yes / No	Yes / No	Yes / No	

10. Employment Record :

Name of Employer/ Institution	Posts held	Period		Reasons for Leaving	Salary drawn
		From	To		

11. Two referees not related to you, familiar with your work and character :

Name	Profession/Status	Address/Tel No.
1.		
2.		

12. Have you been convicted of any offence in a Court of Law?  
If so, give details

I hereby declare that this application is in response to the advertisement appearing in .....  
of ..... The particulars contained herein are true and correct to the  
best of my knowledge and that I have not withheld any information which I ought to disclose. I have read  
the general terms and conditions of employment and agree to abide by them. I am aware that in case any  
information given by me is incorrect, I am liable to disqualification if the inaccuracy is discovered before  
appointment and to dismissal without notice or compensation if the inaccuracy is discovered after  
appointment.

Date: .....

.....

**Signature**

#### **Certification of Department/ Head of the Institute**

**Relevant only for those who are already in the service of Government/ Government Corporations/  
Statutory Boards.**

I certify that Mr. /Mrs. /Miss. .... who is submitting this application is an  
employee of this Ministry/Department/Board/ Corporation and that his/her performance and conduct are  
satisfactory and that he/she has not been subjected to any disciplinary action or it is not intended to take  
such action against him/her. In the event of his/her selection for the above post he/she can be released.

Date: .....

.....

**Head of Department/ Institute  
Signature & Seal**