



Application for the post of-----

**Personal Details.**

1 Surname with initials (Mr./Mrs./Miss)

2 Name in full (block letters)

3 Date of birth 



 Year 



 Month 



 Date

4 Postal Address

e -mail Address

5 Contact Telephone No & E mail:

6 NIC number

**7 Educational Qualifications : (Relevant certificates should be attached)**

Institution	Qualification Name	Duration	Membership/NVQ (If any)
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**8 Work Experience : (Relevant service certificates should be attached)**

Organization	Position held	From date	To date	Duration
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**8.1 - Information about the current working organization** (Service certificate should be attached)

Organization	Position	From date	Duration
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**9 Other Achievements :**

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**10 Extra-curricular Activities :**

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.....  
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**11 Non-related referees :**

1	2
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.....	.....
.....	.....

I hereby declare that the above information are true & correct to the best of my knowledge.

Yours faithfully,

.....  
Signature

.....  
Date

**Enclosures :**

- 1 Copy of birth certificate
- 2 Copies of certificates of academic and professional qualifications
- 3 Documentary proof for work experience and other achievements
- 4 Documentary proof for extra-curricular activities
- 5 Passport size recent color photograph
- 6 Any other related documents