

MINISTRY OF SKILLS DEVELOPMENT, EMPLOYMENT & LABOUR RELATIONS
Project on Establishment of National Vocational Training Center at Polonnaruwa
Calling Application for the Positions of the Project Management Unit

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;"> <thead> <tr> <th style="width: 30%; text-align: center;">University / Institution</th> <th style="width: 30%; text-align: center;">Degree</th> <th style="width: 40%; text-align: center;">Main Subject/ Subjects</th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"></td> <td></td> <td></td> </tr> </tbody> </table>			University / Institution	Degree	Main Subject/ Subjects							
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11	Professional Qualifications / Chartered Corporate Memberships etc.			
	University/ Institution	Examination passed	Specialization	Year of Passing

12	Other/Certificates (if any)				
	Course/Certificate	Field	Name of the Institution/ University	Year	
13	Any other Academic Distinctions Scholarships, Medals, Prizes, etc. (indicate the Institution from which such awards have been obtained)				
14	Research & Publications, if any (if space is insufficient, please use separate sheet)				
15	Current Employment Records				
	Post	Designation	Institution	Brief Description of Duties	Time Period
					From (dd/mm/yyyy)

16	Previous working Experience (Starting with present position and continue in reverse order)					
	Post	Designation	Institution	Brief Description of Duties	Time Period	
					From (dd/mm/yyyy)	To (dd/mm/yyyy)

17	Proficiency in Languages (Please Mark '✓' in the relevant cage)								
	Language	Written				Spoken			
		Very Good	Good	Satisfactory	Weak	Very Good	Good	Satisfactory	Weak

18	Leadership/ Management experience
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19	Extra-Curricular activities
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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>.....</p> <p>Signature of the Applicant Date</p>
26	For Public / Corporate Sector Candidates
	<p>Application for the post of.....submitted by</p> <p>..... is forwarded herewith. If he / she is selected for the said post he / she can / cannot be released.</p> <p>Date:</p> <p style="text-align: right;">Signature of the Head of Institution</p> <p style="text-align: right;">(Please place official seal of the Head of Institution)</p>
	Note
(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)