

APPLICATION FOR THE POST OF “SECRETARY”

THIS FORM SHOULD BE COMPLETED IN CAPITAL LETTERS

(Please attach copies of National Identity Card, Certificates of Academic/ Professional Qualifications and Documents to prove your Experience)

1. Last Name with Initials : (Mr/Ms/Mrs).....

Names denoted by initials :

2. Date of Birth :

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D D M M Y Y Y Y

3. Age :

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(as at 13.02.2021)
D D M M Y Y

4. National Identity Card No. :

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5. Gender : **Male** **Female**
 (Enter (✓) relevant cage)

6. Civil Status : **Married** **Single**
 (Enter (✓) relevant cage)

7. Permanent Address :

8. Nearest Police Station :

9. Contact Details : **Mobile No** :

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Residential No :

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E-mail :

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10. G.C.E. (Advanced Level)

Index No.:	Year:
Subject	Result
1.	
2.	
3.	
4.	

11.G.C.E. (Ordinary Level)

Index No.:		Year:	
Subject	Result	Subject	Result
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

12. Academic / Professional Qualifications:

Qualification	Institution	Result	Duration

13. Employment Record**13.1 Present Employment:**

Place of Work	Position	From	To	Duration

13.2 Previous Employment:

Place of Work	Position	From	To	Duration

14. Computer Literacy:

Course	Institution	Result	Duration

15. Language Proficiency:

Language	Fluent	Very Good	Good	Poor
Sinhala				
English				
Tamil				

16. Non -Related Referees:

	(i)	(ii)
Name		
Position		
Organization		
Address		
Contact No. Office		
Mobile		
E-mail		

I certify that the information given in this application is true and correct. I am aware that submission of any incorrect information will disqualify me for the post and if any information found to be incorrect after appointment, the IRC SL has the right to terminate me from service without prior notice and without any compensation.

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Date

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Signature of Applicant