|  |  |
| --- | --- |
|  | (Passport Size Photo Scan) |

**JOB APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | | | | | | | | | | |
| Designation Applying for | | | | | | Announcement Number | | | | |
| **Personal Information** | | | | | | | | | | |
| Name | | | | | | | | | | |
| Current Address | | | | | Permanent Address | | | | | |
| NIC Number | | | | | Date of Birth (dd/mm/yyyy) | | | | | |
| Contact Number(s) | | | | | Email Address | | | | | |
| **Education (**Please list your qualifications in the descending order (Last obtained qualification should be stated first) | | | | | | | | | | |
| Mark highest level completed | | | | O’Level B-Tech  A’Level Diploma  Bachelors Masters Doctoral | | | | | | |
| **Institute Attended** | | | **Location** | | **Year(s) Attended** | | | **Qualification** | **Results Achieved** | |
|  | | |  | |  | | |  |  | |
|  | | |  | |  | | |  |  | |
|  | | |  | |  | | |  |  | |
| **Employment History** (Please list your employment history in the descending order (Most recent employment should be stated first). If any reference was provided by your previous employees, please attach the copies of such letters with this form) | | | | | | | | | | |
| 1) Job Title | | | | | Describe your job duties and accomplishments | | | | | |
| From (mm/yyyy) | To (mm/yyyy) | | | |
| Employer’s name and address | | | | |
| 2) Job Title | | | | | Describe your job duties and accomplishments | | | | | |
| From (mm/yyyy) | To (mm/yyyy) | | | |
| Employer’s name and address | | | | |
| **References (**Business and Professional only) | | | | | | | | | | |
| **Name** | | **Title** | | | | | **Company** | | | **Contact Number** |
|  | |  | | | | |  | | |  |
|  | |  | | | | |  | | |  |
| **Checklist** | | | | | | | | | | |
|  Filled Job Application Form   Passport Size Photo scan   CV   Educational and Professional Certificates’ scan   Employment Reference Letters   NID Card scan (both sides) | | | | | | | | | | |

End