

# APPLICATION FORM

Please complete the form in English, typing in the boxes, and completing every section of the form. If more space is needed press the return key on your computer to extend the table. **Please do not include a curriculum vitae or any additional information**, unless specifically requested to do so.

Please send your completed form to: [ecpatlk@gmail.com](mailto:ecpatlk@gmail.com)

<b>Post applied for:</b>	
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## 1) PERSONAL DETAILS

<b>Surname:</b>									
<b>First name(s):</b>									
<b>Preferred title:</b>	<table border="1"><tr><td>Miss</td><td></td></tr></table>	Miss		<table border="1"><tr><td>Mrs</td><td></td></tr></table>	Mrs		<table border="1"><tr><td>Mr</td><td></td></tr></table>	Mr	
Miss									
Mrs									
Mr									
<b>Date of Birth:</b>	<table border="1"><tr><td></td><td></td><td></td></tr></table>								
<b>Home address:</b>									
<b>NIC No.</b>									
<b>Mobile No:</b>									
<b>Email Address:</b>									
<b>Personal Social Media Accounts</b>	<table border="1"><tr><td>Facebook</td></tr><tr><td>Instagram</td></tr><tr><td>You Tube</td></tr><tr><td>Others</td></tr></table>			Facebook	Instagram	You Tube	Others		
Facebook									
Instagram									
You Tube									
Others									

## 2) PRESENT OR MOST RECENT EMPLOYMENT

<b>Name of Employer</b>			
<b>Date employment commenced</b>		<b>Date left (if applicable)</b>	
<b>Address of employer</b>			
<b>Position:</b>		<b>Period of notice required</b>	
<b>Salary:</b>			
<b>Brief description of main duties and responsibilities:</b>			

## 3) PREVIOUS EMPLOYMENT

Dates		Position and duties:
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No.	From	To	Employer's name and address:	
1				
2				
3				

#### 4) EDUCATION/PROFESSIONAL QUALIFICATIONS

Dates			School/college/ professional body	Subjects/qualifications
No.	From	To		
1				
2				
3				
4				

#### 5) ADDITIONAL TRAINING ATTENDED

Dates			Name of course	Qualifications/accreditation gained (if applicable)
No.	From	To		
1				
2				
3				
4				
5				
6				

#### 6) COMPUTER SKILLS

What computerised programs  
are you comfortable using?

#### 7) SUPPORTING STATEMENT

Please use this section to supply additional information that you consider relevant to the post for which you are applying. Your application will be judged against the person specification in the job description. You should address each point of the person's specification, giving details of what skills, experience and knowledge you have in those areas. You may continue for up to two additional pages by pressing the return key on your computer to extend the table.

## 8) LANGUAGES

What languages do you speak/write?			
Language	Degree of fluency		
	Excellent	Good	Poor
English			
Sinhala			
Tamil			
Other, please specify			

## 9) REFEREES

Please give details of two people **(not related to you or a friend of yours)** who may be approached for references as to your suitability for the post. The first referee should be your current or most recent employer. If the period of employment covered by your first referee is less than 2 years then you should give the name of a previous employer. If you are completing your education, please give the name of your tutor.

**REFEREES WILL NOT BE APPROACHED WITHOUT YOUR PERMISSION**

<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Tel no:</b>		<b>Tel no:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Occupation:</b>		<b>Occupation:</b>	
<b>Relationship to you:</b>		<b>Relationship to you:</b>	

## 9. DECLARATION

I hereby give my consent for the enclosed personal information to be held on a computer and/or relevant filing system and for the information to be disclosed to third parties for recruitment and selection purposes only.

I confirm that, to the best of my knowledge, the information given in this application is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, (or that I wilfully omit or suppress any material facts), I will be dismissed from employment.

Signature:	Date	
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