

Candidate Application form for Interview

PERSONAL DATA

Name with Initials	
Full name (underline the surname)	
NIC No	
Date of Birth	
Marital Status	Single / Married / Divorce/ Widow/Widower
Nationality	Sri Lankan / other
Race	Sinhalese/Tamil/Muslim/Burgher/Malay/ Chinese/Others
Religion	Buddhism/ Hindu/ Islam/ Christian /Roman Chatholic/Others

PERMANENT ADDRESS

Permanent Address	
No.	
Street 1	
Street 2	
Street 3	
City/Town	
District	
Country	Sri Lankan /Other
Telephone	
Mobile	
Email	

CURRENT ADDRESS (if different from the permanent address)

House No	
Street 1	
Street 2	
Street 3	
City/Town	
District	
Telephone	
Mobile	

OFFICIAL CONTACTS

Official Phone	
Direct No.	
Official E-mail	
Mobile	

REMUNERATION INFORMATION

Present salary	
Expected salary	
Other allowances	

WORK EXPERIENCE AND HISTORY

1. Name of the actual or last employer: _____

Address: _____

Telephone: _____

Start Date: _____ Termination Date: _____

Job title: _____ Last Salary: _____

Supervisor's Name: _____

Work Performed: _____

Reason for Leaving: _____

2. Name of the actual or last employer: _____

Address: _____

Telephone: _____

Start Date: _____ Termination Date: _____

Job title: _____ Last Salary: _____

Supervisor's Name: _____

Work Performed: _____

Reason for Leaving: _____

3. Name of the actual or last employer: _____

Address: _____

Telephone: _____

Start Date: _____ Termination Date: _____

Job title: _____ Last Salary: _____

Supervisor's Name: _____

Work Performed: _____

Reason for Leaving: _____

4. Name of the actual or last employer: _____

Address: _____

Telephone: _____

Start Date: _____ Termination Date: _____

Job title: _____ Last Salary: _____

Supervisor's Name: _____

Work Performed: _____

Reason for Leaving: _____

5. Name of the actual or last employer: _____

Address: _____

Telephone: _____

Start Date: _____ Termination Date: _____

Job title: _____ Last Salary: _____

Supervisor's Name: _____

Work Performed: _____

Reason for Leaving: _____

Describe skill and experience in computer hardware and software or other office equipment: _____

Special honors or awards: _____

Summarize special job-related skills and qualifications acquired from employment or other experiences that are relevant to the position for which you are applying:

In case we were to need additional information with reference to your work history, or work data, do you authorize us to contact your present or previous employer?

Yes _____ No _____ Signature: _____

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

	Last Grade Level Completed	Name of School/Location	Year Entered	Year Completed	Class Obtained	Title of Diploma/Degree if completed
University/ College						
Other						

Are you presently studying? _____

Where? _____

When will you complete these studies? _____

Do you plan to enter into a formal educational program soon? _____

Language skills:

Language	Spoken	Read	Written

PERSONAL REFERENCES

Please provide us with the name of your pastor and church affiliation and names of three other persons, not family members, who have known you well for at least two years.

Full Name & Address	Phone Number & E-mail address	Relationship	Number of Years

Thank you for your cooperation in sending your information.