Specimen of the application

For Office Use Only

State Timber Corporation
Application Form

Application for the post of.....in State Timber Corporation

1.Name with Initials(In Sinhala)

….....මයා/මිය/මෙනවිය

(In English / Block capital letters) Mr./ Mrs. / Miss:

……

2.Names denoted by initials(In Sinhala)

……..……..……

……..

(In English) Block capital letters

……..……..

……...

3.Nationality: ……...

4.Gender: Female / Male: ……

5.Marital status: ……

6.National identity card No: | | | | | | | | | | | | |

7.Date of birth: | | | | | | | | |

8.Age: | | |

(As at application closing date)

9. Permanent address ……
……..
10. Mailing address ……
……..
11. Fix Telephone No …… Mobile No …….

12. E –mail address :…….

13. Educational qualifications:

G.C.E (O/L) Examination: Year :- …… Index No:- .....

	Subject	Grade		Subject	Grade
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

G.C.E (A/L) Examination: Year:- …… Index No:- .....

	Subject	Grade
1.		
2.		
3.		
4.		

14. Professional qualifications:

No	Professional qualification	Validity date	Institution	NVQ level if any
01				
02				
03				

15. Other qualifications:

Qualification	Institute	Period	Relevant Field

16. .Work experience gained:

Employer	Position	Period (From – to)	No of Years

17. Office details: (Present Employment if any)

Employer Address …….……..... ..……. ……..	
Telephone No	
Fax No	
E - mail	

18. Non-Related Referees

Name and Address	Position	Telephone No.
1.		
2.		

I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any false information could lead to disqualification or termination.

Date: ……. …….

Signature of the Applicant

Recommendation of the Head of the Institution

(For Government / Semi- Government officers)

I hereby certify that Mr./Mrs./Miss …… …… who is working in this ministry/department/institution, is working in the post of …… and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can/cannot be released from the service.

Date ……

…….....

Signature of the Head of the Department

(Official stamp