



Application Form

For the post of

**Human Resource Division
State Timber Corporation**

Form (A) – (To be completed by the relevant employee)

PERSONAL INFORMATION

- 1) E.P.F No :
- 2) Full Name :
- 3) Date of Birth :
- 4) Current Designation :
- 5) Present working Station / Division :
- 6) Date of first appointment to the Corporation :
- 7) Post held in the corporation :

Designation	Appointment Date	Service Period
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QUALIFICATIONS

8) Educational Qualifications

- Basic Educational Qualifications:
G.C.E. (Ordinary level)

G.C.E. (Advance level)

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- Bachelor’s Degree (Please state the Subject Stream, Year & the University)

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- Other Postgraduate Degrees / Diplomas Etc.

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9) Professional Qualifications

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10) Currently, are there any disciplinary actions against you? (IF SO PLEASE DESCRIBE) :

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11) Have you been Warned / Punished? (IF SO PLEASE DESCRIBE). :

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12) A short description about your contribution for the development and the progress of State Timber Corporation

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Date

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Signature of the Applicant

Form (B) – (To be completed by the Head of the Division / Regional Manager)

RECOMMENDATION:

Recommendation of the Head of the Division / Regional Manager.

13) Does this applicant for the past 05 years :

- Subject to any disciplinary punishment? **YES / NO**
- If it is YES, please describe.

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- Has obtained all due increments. **YES / NO**
- Work and Behavior : **GOOD / VERY GOOD / EXCELLENT**

14) Recommendation:

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15) Reasons for not recommend: (IF APPLICABLE ONLY)

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16) Special reasons for a promotion (IF APPLICABLE)

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Date

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Head of the Division / Regional Manager