

# **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.