**SPECIMEN APPLICATION**

**CEYLON PETROLEUM CORPORATION**

**FOR THE POST OF: …………………………………………**

1. Full Name of the Applicant : ………………………………………………………………………….
2. Name with Initials : ………………………………………………………………………….
3. Permanent Address : ………………………………………………………………………….
4. District : ………………………………………………………………………….
5. Date of Birth : ………………………………………………………………………….
6. Age as at Closing date of application: …………….Year…………….Months…………Days
7. Sex : …………………………………………………………………………..
8. Civil Status : …………………………………………………………………………..
9. NIC No : …………………………………………………………………………..
10. Contact No. : …………………………………………………………………………..
11. E-mail Address : …………………………………………………………………………..
12. Educational Qualification :

**G.C.E (O/L) –** YEAR: **………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject** | **Grade** |  | **Subject** | **Grade** |
| 1 |  |  | 2 |  |  |
| 3 |  |  | 4 |  |  |
| 5 |  |  | 6 |  |  |
| 7 |  |  | 8 |  |  |
| 9 |  |  | 10 |  |  |

**G.C.E (A/L) –** YEAR: **………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject** | **Grade** |  | **Subject** | **Grade** |
| 1 |  |  | 2 |  |  |
| 3 |  |  | 4 |  |  |

1. **Degree**
2. Degree (Subject) :…………………………………………………….
3. Valid date of Degree :……………………………………………………
4. University / Institution :…………………………………………………...
5. Class : ……………………………………………………
6. Duration : …………………………………………………..
7. **Postgraduate Qualification**
8. Postgraduate Qualification **(**Subject) :………………………………………………………
9. Valid date of Postgraduate Degree / Diploma :………………………………
10. Duration of the Course :………………………………………………………
11. University / Institution :………………………………………………………
12. **Professional Qualifications** : ……………………………………………………….

 ………………………………………………………..

 ………………………………………………………..

1. **Other Qualifications**

Additional Master Degrees / Additional Postgraduate Qualifications / Additional Degrees/ Trainings/ Workshops / Seminars / Foundation Courses /Certificate Courses

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course** | **Institute** | **Duration** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

1. **Working Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Institute** | **Designation** | **Duration** |
| **From** | **To** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. **Special Achievements**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Institute** | **Designation** |
| 1 | Praises / Appreciations |  |  |
| 2 | Target Achievements |  |  |
| (Issued by previous employers) |

1. **Sports Achievements**

International Level/ National Level/Provincial Level/ District Level/ Educational Divisional Level /Inter University/Faculty Level/ School Level

 **…………………………………………………………………………………………………………………………………**

 **…………………………………………………………………………………………………………………………………**

 **…………………………………………………………………………………………………………………………………**

 **…………………………………………………………………………………………………………………………………**

1. **Details of Two Non- related referees : 1…………………………………………………………..**

 **……………………………………………………………**

 **……………………………………………………………**

 **……………………………………………………………**

 **2…………………………………………………………..**

 **……………………………………………………………**

 **……………………………………………………………**

 **……………………………………………………………**

I hereby declare that the details given above are true and correct to the best of my knowledge & behalf.

Date: ………………………. Signature: …………………………………

Recommendation of Head of Department:

I hereby certify that Mr./ Mrs. / Ms. …………………………………………………………..is employed in this Ministry / Department / Corporation / Board as ………………………………………..His / Her work and conduct are satisfactory and the particulars furnished by him / her are correct. If selected he / she can / cannot released from his / her present post.

…………………………………. …………………………….

Head of Department Date

***Please Note: Applications which are forwarded without complying to the guidelines specified***

 ***in the vacancy advertisement will be rejected without opening the envelope.***