

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		

13. Degree

- I. Degree (Subject) :.....
- II. Valid date of Degree :.....
- III. University / Institution :.....
- IV. Class :
- V. Duration :

14. Postgraduate Qualification

- I. Postgraduate Qualification (Subject):.....
- II. Valid date of Postgraduate Degree / Diploma :.....
- III. Duration of the Course :.....
- IV. University / Institution :.....

15. Professional Qualifications :

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16. Other Qualifications

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

	Course	Institute	Duration
1			
2			
3			
4			

17. Working Experience

	Institute	Designation	Duration	
			From	To
1				
2				
3				
4				
5				

18. Special Achievements

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

19. Sports Achievements

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

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20. Details of Two Non- related referees : 1.....

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2.....

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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.

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Head of Department

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Date

Please Note: Applications which are forwarded without complying to the guidelines specified in the vacancy advertisement will be rejected without opening the envelope.