

Application for the post of:

**Sri Lanka Bureau of Foreign Employment /Foreign Employment Section of Ministry of Foreign
Affairs, Foreign Employment & Tourism
Recruiting Overseas Mission Staff
(Home Based Officers)**

1. PersonalParticulars:

- a) Name in Full :
Name with Initials :
- b) Date of Birth and
Age: :Years :..... Months:..... Dates:..... (as at date :)
- c) NIC No :
d) Gender : Male/Female

2. Contact Details:

- a) Address :
.....
.....
- b) Tel (Home) : Tel (Mobile):
- c) e-mail address :

3. Educational & Professional Qualifications:

a)

Name of Master's Degree/ Post Graduate Diploma	Field of Study	University/ Institute	Period	Effective Date	Remarks (For office use only)

b)

Name of Bachelor's/First Degree (Class if any)	Field of Study	University/ Institute	Period	Effective Date	Remarks(For office use only)

c)

Professional Qualification	Field of Study	University/ Institute	Period	Effective Date	Remarks(For office use only)

4. Other Qualifications: _____

Diploma/Certificate course

Name of Diploma/Certificate Course	Name of Institute	Duration	Remark

5. Service Experience: _____

a) SLBFE/Foreign Employment Division of the Ministry of Foreign Affairs, Foreign
Employment & Tourism (Chronological Order)

Designation	Grade	Division	Period		Years	Remark
			From	To		

b) Other Institution (Chronological Order)

Ministry/Department/State-Owned Enterprises (SOEs)	Grade	Designation	Period		Years	Remark
			From	To		

6. Declaration:

- a) I hereby declare that the particulars furnished above are true and accurate to the best of my knowledge.
- b) I certify that there is no formal disciplinary inquiry against me to date.
- c) I hereby declare that I have rendered satisfactory service, in accordance with the Establishments Code, for the past years, as required under the approved Scheme of Recruitment (SOR), for the post offor which I have applied.

Name:

Signature :

Date :

Recommendation of the Head of the division

I hereby recommend/ do not recommend the application of Mr./Mrs./Ms. for the above post. His/Her service is good/satisfactory/to be improved for the applied position.

.....
Name, designation and official seal of the
Head of the Division

.....
Signature & Date

(For office use only)

7. Recommendation of the Administration and HR Division of the SLBFE/Foreign Employment Section

(a) Permanent Position and Grade of the Applicant:.....
.....

(b) Confirmation of Satisfactory Service:

I hereby certify that the above named applicant has completed/ not completed the required period of satisfactory service in accordance with the approved Scheme of Recruitment (SOR) and the provisions of the Establishments Code.

(c) Disciplinary Status: (Please mark “✓” as appropriate)

- ☐ No formal disciplinary inquiry is against the applicant.
- ☐ Formal disciplinary inquiry is pending against the applicant (details to be attached).

(d) No. of service period remaining for retirement as of closing date of the applications:

Years:..... Months:..... Dates:

(e) Recommendation:

- Based on the above, the application is: ☐ Recommended
- ☐ Not Recommended

Comments (if any):.....
.....

.....
Name, designation and official seal of the
Head of the Administration & HR Division

.....
Signature & Date

