Office use only

Job Application No –

Closing date for Application submission: - 26-03-2026

TO

CHAIRMAN,
SRI LANKA FOREIGN EMPLOYMENT AGENCY (PVT)LTD.
APPLICATION FOR THE POST OF

……..

1. Name with Initials		**(Mr./Mrs. /Miss)**
Name in full		

2. Postal Address	

City / Town :		**Postal Code :**	
Mobile Number -01		**Mobile Number -02**	
Email Address		**WhatsApp Number**	

3. NIC Number	
3.1 Passport Number (If any)	

4. Date of Birth	D	D	M	M	Y	Y	Y	Y
Age as at the Closing date	Years		Month		Days			

5. Civil Status	**Married**		**Unmarried**	

6. Academic Qualifications

6.1 G C E (O/L) (Copies of Certificate Should be attached)

Index No.		**Year**	

Subject	**Grade**	**Subject**	**Grade**

6.2 G C E (A/L) (Copies of Certificate Should be attached)

Index No.		**Year**	

Subject	**Grade**	**Subject**	**Grade**

6.3 If any Certificate Course / Diploma (Copies of Certificate Should be attached)

Name of the Institution	**Name of the Course**	**Duration (Date should be mentioned)** From date	to date

6.4 University qualification (Copies of Certificate Should be attached)

Name of the University / Institute	
Name of the Degree	
Medium	
Class	
Whether Internal / External	
Date of graduation	
Effective date of the degree	

6.5 Postgraduate qualification (Copies of Certificate Should be attached)

Name of the University / Institute	
Name of the Master's Degree	
Medium	
Date of graduation	
Effective date of the degree	

7) Work Experience (Copies of Service Certificates with the full date Should be attached)

	Name of Institute / Organization	Designation	Duration				Total Experience In Years
			Year	Month	Year	Month	

8. Other Achievements:

	Achievement	Year

09. Names of two non-related referees with addresses and Contact Nos.

Name & Position	Official Address	Telephone Nos.	Residencial Address	Telephone Nos.
1.				
2.				

10. Copies of the following certificates (Not originals) should be attached:
Applications not supported by copies of these certificates will be rejected

a) Copy of National Identity Card
b) Certificates of Educational and Academic Qualifications
c) Academic Transcript of Degree
d) Certificates of Professional Qualifications
e) Letters of Experience
f) Copies of other achievement certificates

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detection is made after appointment.

……
Signature of Applicant

Date: …….