

# PBIT

## Employment Application Form

Name: _____	Today's Date: _____
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*Answer all questions - completely*

Position applied for: _____		
<input type="checkbox"/>	Applied against ad in the newspaper?	Dawn / _____ Dated: _____
Or Referred by:		
<input type="checkbox"/>	Institution's Placement Service	
<input type="checkbox"/>	Person Name: _____	Date: _____

### **Personal Profile**

Address: _____	
Tel No: Res: _____	Email: _____
Tel No Off: _____	Fax: _____ Mobile: _____
Date of Birth: _____	Place of Birth: _____
Nationality: _____	NIC No: _____
Marital Status: _____	Gender: _____
Father's Name: _____	Father's Profession: _____
Do you have any serious illness? _____	
In case of emergency - notify: _____	
Name: _____	Relationship: _____
Address: _____	
Tel Numbers: _____	
Have you ever been convicted of a crime in the past ?	
No	Yes (Give detail): _____
Do you have a:	
Car <input type="checkbox"/>	Motorcycle <input type="checkbox"/> None <input type="checkbox"/>
Own <input type="checkbox"/>	Co. maint. <input type="checkbox"/> Other (please specify): _____
Make: _____	Model: _____

**Educational Background**

ACADEMIC (List the Last one First)

Name & Place of Institution	Period From                  To	Degree / Certificate	Major Subjects	Division / Grade/GPA

Specify any Scholarships / Awards / Distinctions obtained:

Specify any other Professional Qualification / Specialized Training in:

Obtained Computer Orientation / Proficiency / Awards in: (Please tick)

MS Word            MS Excel            MS PowerPoint     

MS Access            MS Outlook            E - Mail     

Short write up on the most important achievement / contribution of your academic career:

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**Employment History**

Period <u>From</u> <u>To</u>	Company Name and Address	Job Title	Job Description

Short write up on the most important achievement / contribution of your professional career

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**Remuneration Details**

Salary Drawn: \_\_\_\_\_ Other Benefits: \_\_\_\_\_

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Date of availability: \_\_\_\_\_  
*(If employed kindly attach copy of current salary certificate / slip*

**References**

Employers / Supervisors / Professors etc. who have known you for over two years.

Name	Company Name and Address	Relation	Telephone	Known Since

Can we refer to the above?      **YES**            **NO**     

Extra curricular activities (if any)

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Do you Exercise?       Yes       No      Frequency (No. of Times) \_\_\_\_\_  
 Which Exercise? \_\_\_\_\_

Hobbies / Sports / Other interests:

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Memberships with social organizations / clubs (if any)

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**Career Objective**

Give reasons as to why you are interested to join our company / continue to work with it ?

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**Declaration**

It is understood and agreed that any misrepresentation / holding information by me in this application will be sufficient cause for cancellation of this application / separation from the employer's service. I further declare that - if employed, I will always ( a ) work in the best interest of the company; ( b ) maintain discipline in all respects; and ( c ) abide by the rules of the company.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Place: \_\_\_\_\_