**Employees Trust Fund Board**

**Application Form**

Application for the post of ……………………………………………………………………………………………………..

Please indicate, whether you apply as an external candidate or internal candidate?

|  |  |
| --- | --- |
| External |  |

|  |  |
| --- | --- |
| Internal |  |

**01' Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status | Dr. | Mr. | Mrs. | Miss. |

|  |  |
| --- | --- |
| Employee No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name in Full  (in English Block Letters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name with Initials  (in English Block Letters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Permanent Address  (in English Block Letters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Province |  |

|  |  |
| --- | --- |
| District |  |

|  |  |
| --- | --- |
| E-mail Address |  |

|  |  |
| --- | --- |
| Telephone |  |

|  |  |
| --- | --- |
| NIC No |  |

|  |  |
| --- | --- |
| Civil Status |  |

|  |  |
| --- | --- |
| Gender |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth | Date | Month | Year |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Age as at Closing date | Date | Month | Year |
|  |  |  |

**02' Educational Qualifications (Attach Copies of Certified Certificates)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. G.C.E.(Ordinary Level)   Examination | | | Index No | | |  | |
| year | | |  | |
| No | Subject | Grade | | No | Subject | | Grade |
|  |  |  | |  |  | |  |
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| 1. G.C.E.(Advance Level)   Examination | Index No |  |
| year |  |
|  | Stream |  |

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| No | Subject | Grade | No | Subject | Grade |
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**03' Academic Qualifications (Attach Copies of Certified Certificates)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| University/ Institution | Period (from to) | Major Field | Degree | Class- if any | Year (effective date) |
|  |  |  |  |  |  |
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**04' Professional Qualifications (Attach Copies of Certified Certificates)**

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| --- | --- | --- | --- | --- |
| Institution | Period (from to) | Field of Study | Qualifications | Year (effective date) |
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**05' Language Proficiency:**

|  |  |  |
| --- | --- | --- |
| **Language** | **Proficiency** | **Give the qualification if any** |
| **Fluent/ Very good/ Good/ Poor** |
|  |  |  |
|  |  |  |
|  |  |  |
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**06' Employment Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Division / Section | Position | From | To | Period |
|  |  |  |  |  |
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**07' Any other Extra Curricular Activities:**

|  |  |
| --- | --- |
| Event | National/ District/ Interschool/ School Level |
|  |  |
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**08' Declaration of the Applicant**

I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and / or incorrect completion of my part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

I shall not subsequently change any information stated above.

Date ……………………….. Signature of application ………………………

**09' Recommendation of DGM/ AGM**

I recommend / not recommend to proceed this application.

If not recommend, please indicate the reason briefly.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Date ……………………….. ………………………………..…

Signature