

**Application**

**Driver/ Multi Duty Technician/ Cook/ Pump Operator/ Waiter Roomboy/ Office Aide**  
**(Please underline the position apply)**

**1. Personal Details**

- 1.1 Full Name : .....
- 1.2 Name with Initials : .....
- 1.3 Date of Birth : ..... 1.4 Age as at .....: Y..... M ..... D .....
- 1.5 Residence Address : .....  
.....
- 1.6 Postal Address : .....  
.....
- 1.7 Mobile No. : .....
- 1.8 Residence Tel. No. : .....
- 1.9 National Identity Card No. : .....
- 1.10 Email Address : .....

**2. Educational Qualifications:**

**2.1 G. C. E. (O/L) Examination**

**Index No:** ..... **Year:** .....

Subject	Grade

Subject	Grade
Religion	

**Index No:** ..... **Year:** .....

Subject	Grade

Subject	Grade
Religion	

**2.2 G. C. E. (A/L) Examination Index No:** ..... **Year:** .....

Subject	Grade

Subject	Grade

## 2.4 Diploma/ Higher Diploma

Diploma/ Higher Diploma/ Degree	University/ Institute	Duration			Copy of the certificate to be attached
		From	To	No. of months/ Years	
					Annexure (...)
					Annexure (...)
					Annexure (...)

## 2.5 Certificate Courses

Certificate Course	Institute	Duration			Copy of the certificate to be attached
		From	To	No. of months/ Years	
					Annexure (...)
					Annexure (...)
					Annexure (...)

## 3. Professional Qualifications/ National Vocational Qualification (with NVQ Level):

Courses	Institute	Valid Date	Copy of the certificate to be attached
			Annexure (...)
			Annexure (...)
			Annexure (...)

## 4. Proficiency (Only for the Driver Position)

A valid heavy vehicle driving licence issued by the Commissioner General of Motor Traffic.

Licence No.	Issued Date	Expiry Date	Copy attached

## 5. Work Experience:

Years & Months		Position	Organization	Copy of the certificate to be attached
From	To			
				Annexure (...)
				Annexure (...)
				Annexure (...)

**6. Other Skills and Performances:**

	Area of acquired skills/ Performances/ Extra Curricular Activities	Copy of the proof documents to be attached
		Annexure (...)
		Annexure (...)
		Annexure (...)
		Annexure (...)
		Annexure (...)

**7. Details of Two Non Related Referees**

7.1 Name : .....  
 Address : .....  
 Contact No. : .....  
 Email : .....

7.2 Name : .....  
 Address : .....  
 Contact No. : .....  
 Email : .....

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and forward the same for your kind consideration.

.....  
**Signature of the Applicant**

.....  
**Date**

If the candidate in the service of Government Department/State Corporation/ Statutory Boards should submit their application through the respective Heads of Department.

.....  
**Signature & Seal**  
**Head of the Department**

.....  
**Date**