

**APPLICATION FOR THE POST OF SECRETARY (ENGLISH)**

*(Please attach copies of Certificate of Birth, National Identity Card, Certificates of Academic/ Professional qualifications and Documents to prove your experience)*

**1. Last Name with Initials** : (Mr/ Ms/ Mrs).....  
*(In Block Capitals)*

**Names denoted by initials** : .....  
 .....

**2. Date of Birth** : 

--	--

--	--

--	--	--	--

  
D D M M Y Y Y Y

**3. Age** : 

--	--

--	--

--	--

  
Y Y M M D D

**4. National Identity Card No** : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**5. Gender** : **Male**  **Female**   
*(Enter (✓) relevant cage)*

**6. Civil Status** : **Married**  **Single**   
*(Enter (✓) relevant cage)*

**7. Permanent Address** : .....  
 .....  
 .....

**8. Contact Details Residence** : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Mobile** : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**E-mail** : .....

**9. Educational Qualifications**

*a. G.C.E. Ordinary Level*

Index No:		Year :	
Subjects			Results

**b. G.C.E. Advance Level**

<b>Index No:</b>		<b>Year :</b>	
<b>Subjects</b>			<b>Results</b>

**10. Professional / Other Qualifications**

<b>Diploma/ Certificate/ Other</b>	<b>Institute</b>	<b>Duration</b>

**11. Computer literacy and :**

<b>Diploma/ Certificate/ Other</b>	<b>Institute</b>	<b>Duration</b>

**12. Language Proficiency**

<b>Language</b>	<b>Written</b>			<b>Speaking</b>		
	<b>Poor</b>	<b>Good</b>	<b>Excellent</b>	<b>Poor</b>	<b>Good</b>	<b>Excellent</b>
Sinhala						
English						
Tamil						

(Enter (✓) relevant cage)

**13. Speed**

	<b>Required Level</b>	<b>Speed</b>
Shorthand	80 w.p.m.	
Speed on Computing	40 w.p.m.	

**14. Extra-Curricular Activities**


**15. Record of Employment**

Place of work	Position	Period	
		From	To

**16. Non -Related Referees**

	(I)	(II)
<b>Name</b>		
<b>Position</b>		
<b>Organization</b>		
<b>Address</b>		
<b>Contact No. Office</b>		
<b>Mobile</b>		
<b>E-mail</b>		

**I agree to serve any part of the country as required by the bank, in the event if I have been selected for the post.**

**I certify that the information given in this application is true and correct. I am aware that submission of any incorrect information will disqualify me for the post and if any information found to be incorrect after appointment, the Bank has the right to terminate me from service without prior notice and without any compensation.**

**Also I am aware that the bank has the right to disqualify me in the event of any form of canvassing.**

-----  
**Date**

-----  
**Signature**