SPECIMEN APPLICATION

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY

THE POST APPLIED ……

1. Full Name of the Applicant : ……
2. Name with Initials : ……
3. Permanent Address : ……

   Current Address (if any) : ……
4. District : ……
5. Date of Birth : ……
6. Age as at Closing date of application : …… Years …… Months …… Days ……
7. Gender : ……
8. Civil Status : ……
9. NIC No : ……
10. Contact No : …… WhatsApp……
11. e -mail address : ……
12. Educational Qualifications

G.C.E (O/L) – YEAR …… Index No: ……

SUBJECT	**GRADE**	**SUBJECT**	**GRADE**

G.C.E (A/L) – YEAR …… Index No: ……

SUBJECT	**GRADE**	**SUBJECT**	**GRADE**

If it is more than one sitting please attached the copy of the certificate.

13. Degree Qualification:

Degree	University	Date of Registered	Date of Completion	Valid date of Degree
1.				
2.				
3.				

- Attach transcripts of above-mentioned Degrees.

14. Postgraduate Qualification :

Postgraduate Degree/ Diploma	University/ Institute	Date of Registered	Date of Completion	Valid date of Degree/ Diploma
1.				
2.				
3.				

- Attach transcripts of above-mentioned Degrees/ Diplomas.

15. Professional Qualifications :

Qualification	Institute	Date of Obtained the Qualification	Validity Date
1.			
2.			
3.			

16. Vocational Qualifications:

Qualification	Institute	Date of Obtained the Qualification	Duration
1.			
2.			
3.			

17. Other qualifications:

Qualification	Institute	Date of Obtained the Qualification	Duration
1.			
2.			
3.			

18. Language Proficiency:

Language	**Listening**	**Speaking**	**Reading**	**Writing**
Sinhala				
English				
Tamil				
Other				

- Proficiency to be attached.

19. Experience:

Experience	**Institute**	**Position**	**Salary Code**	**No of Years**
Managerial Experience				
Executive Experience				
Non-Executive Experience				

20. Extracurricular activities :

- Sports : School Level / National Level / International Level
- Other activities: ……..

21. **Two (02)** Non related referees :

Name:

Address:

Contact No / WhatsApp No:

e-mail:

One referee should where the applicant is currently working or from the previous employee.

- **Note:** All relevant supportive documents should be appended.

I hereby declare that all information furnished by this application is true, correct and complete to the best of my knowledge belief. I further acknowledge and consent that if any information provided is found to be false, misleading or inaccurate at any stage of the application process. Thereafter, I shall be liable for any action deemed necessary by NAITA.

Date : …….. **Signature : ……..**

<u>This section is applicable for applicants working in the public sector.</u>

Recommendation of Head of Department :

I hereby certify that Mr / Mrs / Ms …….. is employed in this Ministry / Department / Corporation / Board as …… His / Her work and conduct are satisfactory and the particulars furnished by him /her are correct. If selected he / she / can / cannot released from his / her present post.

…….. **……..**

HEAD OF DEPARTMENT **DATE**