

EMPLOYMENT APPLICATION FORM**SEYLAN BANK PLC**

90 , Galle Road, Colombo 03, Sri Lanka

Tel : 0112456000 (General) / 0112456228 (HR-Direct Line) Fax : 0112452569

Email : careers@seylan.lk

Website : www.seylan.lk

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(Passport Size)

Application for the Post of

Date of advertisement
Reference Number**Personal Details**Family Name (Surname) with initials:
(Mr/Mrs/Miss)

Name indicated by initials (Underline the calling Name)

Address (Permanent Residence)

Contact Address (If different from Permanent Residence)

Telephone No :

Mobile No :

Office Telephone No:

E-mail address :

Fax No :

Date of Birth :

Age :

NIC No :

Passport No:

Citizenship :

Marital Status :

Family Information

	Full Name	Occupation /Place of Work
Spouse		
Children		
Parents	Father :	
	Mother :	
Brothers/Sisters		

Initial:

Education				
GCE O/L		Year :	GCE A/L	
School Attended :		School Attended :		
Subject		Grade/Results	Subject	
1			1	
2			2	
3			3	
4			4	
5				
6				
7				
8				
9				
10				
Higher Education				
From	To	Name of Institution	Name of professional qualification / Degree /Diploma / Certificate	Level of completion
Other Personal Information				
Memberships in recognized Professional Institutions				
Professional Interests & Activities				
Sports / Extracurricular activities , Membership in Clubs , Awards , Achievements :				
Hobbies				
Computer Literacy			(Please tick)	
			Very Good	Good
MS Word				
MS Excel				
MS Power Point				

Initial:

Linguistic Skills	Reading :			Writing :			Spoken ;		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Sinhala									
Tamil									

Employment History (Please start with present employment)

Name & Address of Employer	Designation	From	To	Name, Telephone No and Designation of Supervisor
		MM/YY	MM/YY	
1				
2				
3				
4				
5				
6				
7				

Career Aspirations : Please describe why you believe you are suitable for the role you are applying for with specific reference to your exposure in relation to the job:

1. Do you have any friends or relatives working at SEYLAN Bank? If yes, please state name and relationship.

2. Conviction for a criminal offence (If any) other than minor traffic violations/ Are you having any court cases Pending against you?

3. Have you ever faced disciplinary action in employment resulting in dismissal or suspension from work?

4. Do you suffer from any illnesses? If yes, give details.

5. Is there any other information that you wish to submit?

References

Please give names and addresses of 3 non- related referees

Name & Designation	Official address	Contact Nos & Email
1		

Initial:

Name & Designation		Official address	Contact Nos & Email
2			
3			

Current Salary :	Expected Salary :
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Current Benefits :	Expected Benefits :
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Required notice period to the present Employer:

I confirm that the information given above is true and correct to the best of my Knowledge. I am aware that in the event of this information being found factually incorrect prior to employment, my application is liable to be rejected and if so found while in employment, I am liable to be summarily dismissed.

Signature : _____ Date : _____

Please forward this employment application form to :

Head of Human Resources
Level 2
SEYLAN Bank PLC
No : 90 , Galle Road
Colombo 03.