

**AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE**

**SPECIMEN APPLICATION  
POST OF SECRETARY GRADE IV**

**Personal Details :**

01. Name in full : .....  
(Mr/Mrs/Miss) .....
02. Address : .....
03. Date of Birth : ..... Age : .....  
(Copy of the Birth certificate should be attached)
04. Contact Tele No. Residence No. : .....  
Mobile No. : .....
05. Email Address (If any) : .....
06. Educational Qualifications :  
(Copies of GCE (O/L) and GCE (A/L) result sheets should be attached)

**(a) GCE (O/L) Year : .....**

<u>Subject</u>	<u>Grading</u>	<u>Subject</u>	<u>Grading</u>
1. ....	.....	6. ....	.....
2. ....	.....	7. ....	.....
3. ....	.....	8. ....	.....
4. ....	.....	9. ....	.....
5. ....	.....	10. ....	.....

**(b) GCE (A/L) Year : .....**

<u>Subject</u>	<u>Grading</u>
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....

07. (a) **Professional Qualifications in Secretarial Practice**  
 (Copies of certificates should be attached)

<u>Name of Institute</u>	<u>Name of the Course</u>	<u>Duration of the Course</u>
.....	.....	.....
.....	.....	.....

(b) Speed of English Typewriting - ..... w.p.m.  
 Speed of Sinhala Typewriting - ..... w.p.m.

08. **Any other relevant qualifications**

.....  
 .....  
 .....

09. **Work Experience:**  
 (Copies of service certificates or letter of appointment should be attached)

	<u>Name of the Organization</u>	<u>Position held</u>	<u>From</u> DD/MM/YY	<u>To</u> DD/MM/YY	<u>No. of yrs.</u>
1.	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....

10. **Details of two non-related referees:**

	<u>Name</u>	<u>Designation, Official Address &amp; Official Tel. Nos.</u>	<u>Residential Address &amp; Tel. No.</u>
1.	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
2.	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

I do hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

Signature : .....

Date : .....