Let us discover you…

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title (Mr/Mrs/Miss) | |  | | |
|  | | | | |
| Surname with Initials | |  | | |
|  | | | | |
| Names denoted by Initials (underline the calling name) | |  | | |
|  | | | | |
| Date of Birth |  | | Age |  |
| Your Picture | | | | |
| Gender |  | | Marital Status |  |
|  | | | | |
| NIC |  | | Passport |  |

How can we reach you

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Permanent Address | | |  | Corresponding Address | | |
|  | | |  | | |
| City | |  | City | |  |
| District | |  | District | |  |
|  | | | | | | | |
|  | Telephone |  | |  | Mobile |  | |
|  | | | | | | | |
| office.png | Office |  | |  | Skype |  | |
|  | | | | | | | |
|  | Email | | |  | LinkedIn | | |
|  | | |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Word |  | Graphics/Web Designing |  |  |  |  | Speak | Read | Write |
|  |  |  |  |  |  |  |  |  |  |
| Excel |  | Accounting Software |  |  |  | English |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| PowerPoint |  | Programming Languages |  |  |  | Sinhala |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| (Add) |  | (Add) |  |  |  | Tamil |  |  |  |

Computer Skills Linguistic Skills   
(tick “x” appropriately) (very good, good, fair elementary)  
Your Educational Background

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| GCE O/L |  | Year |  | School |  | |
|  | |  | |  | |  |
| Subject | | Grade | | Subject | | Grade |
| 1) | |  | | 6) | |  |
| 2) | |  | | 7) | |  |
| 3) | |  | | 8) | |  |
| 4) | |  | | 9) | |  |
| 5) | |  | | 10) | |  |
|  |  |  |  |  |  | |
| GCE A/L |  | Year |  | School |  | |
|  | |  | |  | |  |
| Subject | | Grade | | Subject | | Grade |
| 1) | |  | | 3) | |  |
| 2) | |  | | 4) | |  |

Higher Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | From (YYYY) | To (YYYY) | Name of the Institute | Qualification | Grade | Area of study |
| 1) |  |  |  |  |  |  |
| 2) |  |  |  |  |  |  |
| 3) |  |  |  |  |  |  |
| 4) |  |  |  |  |  |  |
| 5) |  |  |  |  |  |  |

|  |
| --- |
| We also would like you to share the relevant Training Programmes/Seminars/Workshops attended and the memberships you have obtained in recognized professional institutions |
|  |

We are also keen on knowing about your career progression   
(let’s start with your present employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and the Address of the employer | Designation | From (DD/MM/YYYY) | To (DD/MM/YYYY) | Name, designation and contact number of your supervisor |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| 3) |  |  |  |  |
| (Add) |  |  |  |  |

Also your expectation

|  |  |  |
| --- | --- | --- |
| Current Salary & Benefits | Expected Salary & Benefits | Notice Period |
|  |  |  |

We also like to contact your referees (we need minimum three referees)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Designation | | Company Name & Address | Telephone | | Email |
| 1) | |  |  | |  |
| 2) | |  |  | |  |
| 3) | |  |  | |  |
| We are almost done…  Tell us about your Sports, Extra Curricular Activities, Awards, Achievements, Membership of clubs, Professional interests/activities etc. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Have you applied for a job at Nations Trust Bank over the last 12 months? If yes, share the details with us. (Position applied for, reference number, etc.) | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Have you ever been convicted or pleaded guilty in a court of law to any crime other than minor traffic offences? Are there any court cases pending against you? Also have you ever faced disciplinary action in employment resulting in dismissal or suspension from work? If yes, give details. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| We also kindly request you to share below information (mandatory) | | | | | | |
| Relationship | Full Name | | | Occupation/Place of Work (if applicable) | | |
| Spouse |  | | |  | | |
| Children |  | | |  | | |
| Parents |  | | |  | | |
|  |  | | |  | | |
| Siblings |  | | |  | | |
| 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |