|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LogoSmall.png | | **Colombo Dockyard PLC**  *"…an Odyssey of Excellence"*  **Human Resources Development & Administration Division**  **P.O. Box 906, Port of Colombo, Colombo 15.**  **Tel: 0112429000 (General)**  **Email:** [**hrd@cdl.lk**](mailto:hrd@cdl.lk) **Website:** [**www.cdl.lk**](http://www.cdl.lk) | | | | | | | | | | | | | |  | |
| EMPLOYMENT APPLICATION FORM *Application for the Post of*  ……………………………….……………….  *Date of Advertisement…………………………………..* | | | | | | | | | | | | | | | | *Recent Photograph* | |
| **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)*: | | | | | | | | | | |
| Contact Nos.:-  Home :  Office :  Mobile : | | | | | | | Contact E-mail Address: | | | | | | | | | | |
| Date of Birth:  Age: | | | | | | | Marital Status:  Gender: | | | | | | | | | | |
| Nationality:  National ID No:  Passport No: | | | | | | | Police Station:  Electorate:  District: | | | | | | | | | | |
| **EDUCATIONAL QUALIFICATIONS** | | | | | | | | | | | | | | | | | |
| GCE O/L - A/B/C/S/W/F  Year:  School Attended:  Subject Grade  1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | | | | | | | GCE A/L - A/B/C/S/W/F  Year:  School Attended:  Stream:  Subject Grade  1.  2.  3.  4. | | | | | | | | | | |
| **HIGHER EDUCATIONAL QUALIFICATIONS** | | | | | | | | | | | | | | | | | |
| From  (Year) | To  (Year) | | Name of Institution | Nature of Degree / Diploma / Certificate | | | | | | Grade / Marks | | Subjects of Study | | | | | |
|  |  | |  |  | | | | | |  | |  | | | | | |
| Other Qualifications / Training Programmes / Seminars / Workshops attended: | | | | | | | | | | | | | | | | | |
| Membership/s in Any Recognized Professional Institutions: | | | | | | | | | | | | | | | | | |
| **LINGUISTIC SKILLS (VERY GOOD, GOOD, FAIR ELEMENTARY)** | | | | | | | | | | | | | | | | | |
| Language | | | | | | Understand | | | Speak | | | | | Read | | | Write |
|  | | | | | |  | | |  | | | | |  | | |  |
| **OTHER PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | |
| Professional Interests & Activities: | | | | | | | | | | | | | | | | | |
| Extracurricular Activities, Membership of Clubs, Awards, Achievements etc.: | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY (PLEASE START WITH THE PRESENT EMPLOYMENT)** | | | | | | | | | | | | | | | | | |
| Name & Address of Employer | | | | Designation | | | | From  YYYY/MM/DD | | | To  YYYY/MM/DD | | | | Name, Telephone No and Designation of Superior Officer | | |
|  | | | |  | | | |  | | |  | | | |  | | |
| **CAREER ASPIRATIONS** | | | | | | | | | | | | | | | | | |
| 1. 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. | | | | | | | | | | | | | | | | | |
| 2. Where do you see yourself in 5 years time? (Career Objectives and Aspirations) | | | | | | | | | | | | | | | | | |
| **OTHER INFORMATION** | | | | | | | | | | | | | | | | | |
| 1. Do you have any friends or relatives working at Colombo Dockyard PLC? If yes, please state the name and relationship. | | | | | | | | | | | | | | | | | |
| 2. Have you applied for a job at Colombo Dockyard PLC previously? If yes, give details. (Date of advertisement, Position applied for, When the application was submitted etc.) | | | | | | | | | | | | | | | | | |
| 3.1 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? If yes, give details.  3.2 Have you ever faced disciplinary actions 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 02 non-related referees. | | | | | | | | | | | | | | | | | |
| Name & Designation | | | | | Official Address | | | | | | | | Contact No. | | | | |
| 1.  2. | | | | |  | | | | | | | |  | | | | |
| ***I confirm that the information given above is true and accurate to the best of my knowledge. I am aware that in the event of this information being found factually incorrect prior to the employment, my application is liable to be rejected and if so found while in employment, I am liable to be summarily dismissed.***  Signature: …………………………………….. Date: ………………….  (Signature is not required if this application is sent by the applicant's email.) | | | | | | | | | | | | | | | | | |