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| **HIP General Application**  |
| Post applied for  |  |
| 1. **Personal Information**
 |
| 1. **Full Name**
 |  | **Paste Photo****(Image Less than 1 MB)** |
| 1. **Title**
 |  |
| 1. **Gender**
 |  |
| 1. **Calling Name**
 |  |
| 1. **Nationality**
 |  |
| 1. **NIC Number**
 |  |
| 1. **Passport Number**
 |  |
| 1. **Permanent Address**
 |  |
| 1. **Present Residential Address**
 |  |
| 1. **Location**
 | District:  | Electorate:  |
| 1. **Telephone**
 | Mobile:  | Home : |
| 1. **Email**
 |  |
| 1. **Date of Birth**
 | **DD /MM/YYYY** | **Age** |  |
| 1. **Marital Status**
 |  |

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| 1. **Education & Professional Qualifications**
 |
| 1. **G.C.E. O/L Results**
 | **Year:**   | **School:** |
| **Subject** | **Results** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 6.  |  |
| 7.  |  |
| 8.  |  |
| 9.  |  |
| 10. |  |
| 1. **G.C.E. A/L Results**
 | **Year:**  | **School:** |
| **Subject** | **Results** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 1. **Degree / Diploma / Professional Qualifications**
 |
| **Year** | **Institute/University** | **Qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Postgraduate Degree / Diploma**
 |
| **Year** | **Association/Professional Body** | **Qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Professional Memberships**
 |
| **Association / Institute** | **Membership Type** |
| 1. |  |
| 2. |  |
| 3. |  |

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| 1. **Employment History / Experience (Most recent to be on top)**
 |
| Organization | Position Held | Duration (Years) |
| From |  To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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| 1. **Skills and competencies**
 |
| **General Skills** |  High Moderate Low |    High Moderate Low |
| 1.Communication  |  [ ]  [ ]  [ ]  | IT Literacy [ ]  [ ]  [ ]  |
| 2.Decision-Making |  [ ]  [ ]  [ ]  | Analytical Skill [ ]  [ ]  [ ]  |
| 3.Commitment |  [ ]  [ ]  [ ]  | Project Management [ ]  [ ]  [ ]  |
| 4.Leadership |  [ ]  [ ]  [ ]  |   |
| 5.Negotiation |  [ ]  [ ]  [ ]  | **Language Skills** |
| 6.Teamwork |  [ ]  [ ]  [ ]  | Sinhala (Writing/Speaking) [ ]  [ ]  [ ]  |
| 7.Time Management |  [ ]  [ ]  [ ]   | English (Writing/Speaking) [ ]  [ ]  [ ]  |
| **8**. Other: |   | Other : [ ]  [ ]  [ ]  |
|  |  | **Other** |

|  |
| --- |
| 1. **Details of the Non related referees**
 |
|  | Person- 01 | Person -02 |
| Name  |  |  |
| Designation  |  |  |
| Company  |  |  |
| Contact Numbers  |  |  |
| E-mail address |  |  |

I hereby declare that all statements made hereinabove are true, complete and correct and are not false or misleading.

|  |  |
| --- | --- |
| **Name of the applicant**  |    |
| **Signature** |   | **Date** |   |