

Specimen Application for the Post of Legal Officer
Ministry of Development Strategies and International Trade
Department of Commerce

(Office use only)

1.0 Personal Information :

1.1. Name with Initials (In English block capitals) :-

1.2. Name in full (In English block capitals) :-

.....

1.3. Name in full (In Sinhala/Tamil) :-

.....

1.4. Permanent Address (In Sinhala/Tamil) :-

.....

1.5. Permanent Address (In English block capitals) :-

.....

1.6. Sex (Male/Female):- 1.7. Civil Status:-

1.8. National Identity Card No:-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.9. Date of Birth :-

Date Month

--	--

Year

--	--

--	--	--	--	--	--

1.10. Telephone No :-

1.11 Email Address :-

2.0. Educational Qualifications :-

2.1 G. C. E. (O/L) Examination : Year :- Index No :-

Subject	Grade	Subject	Grade
1		6	
2		7	
3		8	
4		9	
5		10	

2.2. G. C. E. (A/L) Examination : Year :- Index No :-

Subject	Grade
1	
2	
3	
4	

- 2.3. (i) Date of Graduation :-
(ii) University / Institution :-
(iii) Registration Number :-
(iv) Internal / External :-
(v) Degree :-
(vi) Subjects :-
.....
(vii) Class :-
Upper / Lower :-
(viii) Effective Date :-
(ix) Language Medium of Examination :-

3.0. Professional Qualifications :-

4.0. Other Qualifications :-

5.0. Have you ever been convicted in a Court of Law for any offence? If so give particulars.

.....
.....

6.0. Non-Related Referees :-

Name / Telephone No	Position	Address

7.0. Certification by Applicant :-

I declare that all particulars furnished by me in this application are true and correct to the best of my knowledge.

.....

Date

.....

Signature of the candidate

8.0 Attestation of the candidate signature:-

I do hereby certify that Mr./Mrs./Miss is
personally known to me and placed his/her signature in my presence on

.....
Signature of certifying Officer.

Name :

Designation :

Address :

Date :

(Applicant should get their signature attested by a Principal of a Government school, Justice of Peace, Sworn commissioner, Public Notary Authority, Commissioner Officer in the Army, Navy, Air force, or an officer holding a permanent post in public service in tertiary or senior level)

9.0. (This part is applicable only for candidates who engage in government employment)

Attestation of the head of the Ministry/Department/ Institution:

I hereby certify that Mr./Mrs./Miss who is working in this ministry/department/institution, is working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can/cannot be released from the service.

.....

Signature of the Head of the Department or Authorized Officer.

Date :-

Name :

Designation :-

Ministry / Department/ Institute :-