

**SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT AUTHORITY**

Please read and follow strictly the instructions overleaf in addition to any other instructions mentioned in the advertisement

**APPLICATION FOR APPOINTMENT**

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1.	POST/S APPLIED FOR	Date of Advertisement	FOR OFFICIAL USE
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2.	SURNAME (in block letters)	Maiden Name (if applicable)	ACKNOWLEDGEMENT ON
	.....	.....	.....
	OTHER NAMES (in block letters)		INITIALS
	.....		.....
	Male or Female:.....		Single or Married:.....
	Full Residential Address (in block letters)		
	.....		
	.....		
	.....		

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3.	Date of Birth	Age	Nationality (if naturalized, number and date of certificate)
	.....	.....	.....
	Place of Birth		
	.....		

4. (a) Results of the Primary School Leaving Certificate Examination and year of Examination

ACKNOWLEDGEMENT ON

(b) Secondary Institution/s attended:

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5. Educational Qualifications  
*(Please give detailed results and attach statement if necessary)*

SCHOOL CERTIFICATE

G.C.E "O" Level

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.....	.....
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.....	.....
.....	.....
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6. HIGHER SCHOOL CERTIFICATE

G.C.E "O" Level

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7. Other Qualifications (Academic, Professional and Technical)  
*(Please give detailed results and attach statement if necessary)*

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

8. State Languages spoken and/or written

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9. Give in chronological order particulars of all previous employment, if any, occupied by you up to now.  
*(Attach statement if necessary)*

From	To	Post Held	Nature of employment	Name & Address of Employer
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

10. Details of Present Employment

Date	Employer	Post Held	Duties Performed
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Present Salary (basic): Rs..... per month

11. (a) Have you ever been convicted or sentenced to pay a fine by a Court of Law ?

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(b) Have you ever resigned or been dismissed or discharged from the public service or any other employment?.....

If the answer to (a) or (b) is "YES", please give details

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12. REFERENCES:

State the names, addresses and telephone numbers of two referees who do not hold any political position and are not related to you and whom you know very well, personally and/or professionally, and whom the Organization may contact. *(Please obtain their prior agreement to act as referee)*

- (1) ..... ..
- (2) ..... ..
- (3) ..... ..
- (4) ..... ..

13. N.B PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate, or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information or conceal any information on this form.

I declare that the particulars in this application and in the sheets attached thereto, are true to the best of my knowledge and belief and I have not willfully suppressed any material fact.

Signature:.....

Date:.....

Telephone Number:.....

**INSTRUCTIONS**

- 1. Please complete the application form in your handwriting and forward it to the Managing Director, Small Enterprises and Handicraft Development Authority.  
Please complete induplicate and forward one copy through your Head of Ministry/Department if you are a Government Employee.
- 2. Please attach copies of Birth Certificate, School Leaving Certificate, Examination Certificates, Testimonials or any other papers, ORIGINALS TO BE PRODUCED WHEN REQUIRED