

**EMPLOYMENT APPLICATION FORM****SEYLAN BANK PLC**

90 , Galle Road, Colombo 03, Sri Lanka

Tel : 2456000 (General) / 2456228 (HR-Direct Line)

Fax : 2452569 Email : careers@seylan.lk

Website : www.seylan.lk

Recent PHOTO
(Passport Size)

Application for the Post of :

Personal DetailsFamily 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)

Telephone No :

Mobile No :

Office Telephone No:

E-mail address :

Fax No :

Date of Birth :

Age :

NIC No :

Passport No:

Citizenship :

Marital Status :

Family Information

	Full Name	Occupation /Place of Work
Spouse		
Children		
Parents	Father :	
	Mother :	
Brothers/Sisters		

Initial:

Classification | Confidential

Education									
GCE O/L			Year :		GCE A/L			Year :	
School Attended :					School Attended :				
Subject			Grade/Results		Subject			Grade/Results	
1					1				
2					2				
3					3				
4					4				
5									
6									
7									
8									
9									
10									
Higher Education									
From		To	Name of Institution		Name of professional qualification / Degree / Diploma / Certificate			Level of completion	
Other Personal Information									
Memberships in recognized Professional Institutions									
Professional Interests & Activities									
Sports / Extracurricular activities , Membership in Clubs , Awards , Achievements :									
Hobbies									
Computer Literacy								(Please tick)	
							Very Good	Good	Average
MS Word									
MS Excel									
MS Power Point									

Linguistic Skills	Reading			Writing			Spoken		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Sinhala									
Tamil									

Employment History (Please start with present employment)

Name & Address of Employer		From	To	Last Held Designation	Name, Designation & Contact details of Supervisor
		MM/YY	MM/YY		
1					
2					
3					
4					
5					
6					
7					

Career Aspirations : 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:

1. Do you have any friends or relatives working at SEYLAN Bank? If yes, please state name and relationship.

2. Conviction for a criminal offence (If any) other than minor traffic violations/ Are you having any court cases Pending against you?

3. Have you ever faced disciplinary action 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 3 non- related referees			
	Name & Designation	Official Address	Contact Nos & Email Address
1			
2			
3			
Current Salary :		Expected Salary :	
Current Benefits :		Expected Benefits :	
Required notice period to the present Employer:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> Signature : _____ Date : _____ </div>			
<p>Please forward this employment application form to :</p> <div style="margin-left: 350px;"> Head of Human Resources Level 2 SEYLAN Bank PLC No : 90 , Galle Road Colombo 03. </div>			