

COMPANY APPLICATION | EMPLOYEE DATA SHEET

Personal Information

Name with Initials: _____

Full Name: _____

Date of Birth: _____

Sex:

☐ Male

☐ Female

Temporary Address: _____

Permanent Address: _____

Mobile: _____

Home: _____

Email Address: _____

Marital Status:

☐ Single

☐ Married

Name of Spouse: _____

Occupation: _____

Office Address: _____

Mobile: _____

Office: _____

Job Information

Title: _____

Employee ID: _____

Supervisor/Manager:

Department: _____

Work Location: _____

Email: _____

Office Number: _____

Personal Number: _____

Starting Date: _____

Salary: _____

Emergency Contact Information

Contact Person 1

Full Name: _____

Address: _____

Mobile: _____

Office: _____

Relationship: _____

Contact Person 2

Full Name _____

Address: _____

Mobile: _____ **Office:** _____

Relationship: _____

Bank Details

1. Bank Name: _____

2. Bank Branch: _____

3. Bank Account No: _____

Family Information

Father's Details

Name: _____

Occupation: _____

DOB: _____

Age: _____

Employer: _____

Mother's Details

Name: _____

Occupation: _____

DOB: _____

Age: _____

Employer: _____

Brothers/Sisters Details

Name	DOB	Age	Occupation	Employer's Name & Address
1.				
2.				
3.				
4.				

Educational Information

1. School Records

Name of School & Location	Year Attended From - To	Highest Examination at which candidate has been Successful

1. Details of Extra Curricular activities during School/University or Employment :

2. Hobbies:

3. Membership of Professional Institutes :

I. Institute:	Membership Type:	Date Enrolled:
<div></div>	<div></div>	<div></div>

II. Institute:	Membership Type:	Date Enrolled:
<div></div>	<div></div>	<div></div>

4. Relatives Employed by Devtrex (PVT) LTD :

Name of Relative:	Company/Department:	Relationship:
<div></div>	<div></div>	<div></div>

5. Particulars of any police or legal action in which you were involved :

6. Main particulars of any physical disabilities & serious illness in the past or at present :

7. Have you ever worked for this company before? If yes :

Department/Team:	Period:	Post Held:
<div></div>	<div></div>	<div></div>

I certify that all the information given by me in this application is complete and true and I agree that if, after appointment any item of information is found to be incomplete or untrue, I will be liable for termination of my employment.

Employee Signature

Date

As informed to you following mandatory documents should be attached:

1. 02 passport size photographs
2. Bank A/C Passbook Copy
3. Certifications of services of previous employers
4. Copies of Professional Certificates
5. Copies of other relevant certificates
6. Copy of A/L Certificate
7. Copy of O/L Certificate
8. NIC / Passport Copy
9. Copy of Birth Certificate
10. Grama Niladari Certificate (original)