

Application for the post of:

**Sri Lanka Bureau of Foreign Employment /Foreign Employment Section of Ministry of Foreign  
Affairs, Foreign Employment & Tourism  
Recruiting Overseas Mission Staff  
(Home Based Officers)**

**1. Personal Particulars:**

- a) Name in Full :  
Name with Initials :
- b) Date of Birth and Age: :Years :..... Months:..... Dates:..... (as at date : .....)
- c) NIC No :  
d) Gender : Male/Female

**2. Contact Details:**

- a) Address : .....,  
.....,  
.....
- b) Tel (Home) : Tel (Mobile):
- c) e-mail address :

**3. Educational & Professional Qualifications:**

a)

Name of Master's Degree/ Post Graduate Diploma	Field of Study	University/ Institute	Period	Effective Date	Remarks (For office use only)

b)

Name of Bachelor's/First Degree (Class if any)	Field of Study	University/ Institute	Period	Effective Date	Remarks(For office use only)

c)

Professional Qualification	Field of Study	University/ Institute	Period	Effective Date	Remarks(For office use only)

**4. Other Qualifications:**

**Diploma/Certificate course**

Name of Diploma/Certificate Course	Name of Institute	Duration	Remark

**5. Service Experience:**

a) SLBFE/Foreign Employment Division of the Ministry of Foreign Affairs, Foreign  
Employment & Tourism (Chronological Order)

Designation	Grade	Division	Period		Years	Remark
			From	To		

**b) Other Institution (Chronological Order)**

Ministry/Department/State-Owned Enterprises (SOEs)	Grade	Designation	Period		Years	Remark
			From	To		

**6. Declaration:**

- a) I hereby declare that the particulars furnished above are true and accurate to the best of my knowledge.
- b) I certify that there is no formal disciplinary inquiry against me to date.
- c) I hereby declare that I have rendered satisfactory service, in accordance with the Establishments Code, for the past ..... years, as required under the approved Scheme of Recruitment (SOR), for the post of .....for which I have applied.

Name: .....

Signature : .....

Date : .....

**Recommendation of the Head of the division**

I hereby recommend/ do not recommend the application of Mr./Mrs./Ms. .... for the above post. His/Her service is good/satisfactory/to be improved for the applied position.

.....  
Name, designation and official seal of the  
Head of the Division

.....  
Signature & Date

(For office use only)

7. Recommendation of the Administration and HR Division of the SLBFE/Foreign Employment Section

(a) Permanent Position and Grade of the Applicant:.....

(b) Confirmation of Satisfactory Service:

I hereby certify that the above named applicant has completed/ not completed the required period of satisfactory service in accordance with the approved Scheme of Recruitment (SOR) and the provisions of the Establishments Code.

(c) Disciplinary Status: (Please mark "✓" as appropriate)

- No formal disciplinary inquiry against the applicant.
Formal disciplinary inquiry pending against the applicant (details to be attached).

(d) No. of service period remaining for retirement as of closing date of the applications:

Years:..... Months:..... Dates: .....

(e) Recommendation:

- Based on the above, the application is: Recommended
Not Recommended

Comments (if any):.....

Name, designation and official seal of the Head of the Administration &HR Division

Signature & Date

Handwritten signature