

**SPECIMEN APPLICATION**  
**APPLICATION FOR THE POST OF TRAINEE SECRETARIAL ASSISTANT – 2020**  
**PEOPLE’S BANK**

(1) Surname with initials : .....  
 (Block Letters)

(2) Names indicated by initials : .....  
 .....

(3) Address (Permanent) : .....  
 .....

(4) Permanent Residential District : .....

(5) Electorate : .....

(6) Date of Birth (DD/MM/YYYY)          
 (A copy of the NIC or Birth Certificate should be attached)

(7) Sex (Male - 0/Female - 1)   
 (Write the relevant number in the cage)

(8) Civil Status : Married  Single   
 (Enter “√” in relevant cage)

(9) NIC No :

(10) Ethnicity : .....

(11) Contacts : Residential Tel :                       
 Mobile :                       
 E-mail : .....

(12) Educational Qualifications

12.1 G.C.E (O/L) Subjects & Grades Obtained in one and the same sitting  
 (A copy of the certificate should be attached)

Year : .....	Index No : .....
(i) .....	(vi) .....
(ii) .....	(vii) .....
(iii) .....	(viii) .....
(iv) .....	(ix) .....
(v) .....	(x) .....

12.2 G.C.E (A/L) Subjects & Grades Obtained in one and the same sitting  
(A copy of the certificate should be attached)

Year : ..... Index No : .....

(i) ..... (vi) .....

(ii) ..... (vii) .....

(13) Other Qualifications (Copies of the certificates should be attached)

Name of Institution	Qualification Obtained

(14) Record of Employment (Present & Previous)

From	To	Institution	Designation	Salary & Perks

(15) Non – Related Referees :

(1)

(2)

Name		
Address		
Contact No		

I confirm that the abovementioned information are true and correct.

.....  
Date

.....  
Signature of the applicant