

**EMPLOYMENT APPLICATION FORM***(To be filled in Block CAPITALS)***Cargills Bank Limited**

No 696, Galle Road, Colombo 3

Tel - 0117640235 Fax. 011 2055575

Email -career@cargillsbank.com



Application for the Post of : .....

Preferred Locations : 1.....

2.....

**Personal Details**

Surname with Initials

Mr./ Mrs./ Ms.

Name denoted by initials

(underline the name used)

Address

Email address

Mobile No.

Residential

Office

Fax

Date of Birth

Age

National Identity No

Marital Status

Passport No

**Family Informationa****Full Name****Date of Birth****Occupation / Place of work**

Spouse:

Children:

Father:

Mother:

Brothers / Sisters:



**Higher Education / Professional Qualifications**

From	To	Name of the Institution	Nature of qualification (degree/ diploma etc)	Grade	Subjects of study

**Other Training / Seminars/ Workshops attended (relevant to the job applied)**

Year	Topic	Area of relevance

**Membership in recognized Professional Institutions**


**IT Literacy (Very Good/ Good/ Basic)**

MS Word	MS Excel	MS Power point	Other

**Language Skills (Very Good/ Good/ Fair / Basic)**

Sinhala	Tamil	English	Other(Specify)

**General Information**

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

2) Have you applied for a job at Cargills Bank or group over the last 12 months? If yes, give details. (Position applied for, reference number etc.)

3) Have you ever been employed at any division of the Cargills group? If yes, give details. (Position held and the period of Employment.)

4) Have you ever been convicted or pleaded guilty in a court of law to any crime other than minor traffic offences? Are there any court cases pending against you? If yes, give details.

5) Do you suffer any illnesses over the last 10 years? If yes give details.

### Career Aspirations

Where do you see yourself in 5 years' time? – *(Career Objectives and aspirations)*

Why do you believe you are suitable for the role you are applying for with specific reference to your exposure in relation to the job?

Are you prepared to serve in any part of the island?

If currently employed please state the ...

Gross Salary :

Current Benefits :

Notice Period (if selected) :

Expected Salary:

Expected Benefits:

### Referees (Details of 2 non-related referees )

Name	Designation	Address and Contact No.
1)		
2)		

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.

*Please Initial All the Pages you filled*

Signature:.....

Date:.....

**For HR use only**

<b>Criteria</b>	<b>Yes / No</b>	<b>Initial &amp; Date</b>
Possess the minimum qualification		
Possess the required experience		
Within the desired age group		
<b>Actions</b>		
<ul style="list-style-type: none"><li>• Call for the test</li></ul>		
<ul style="list-style-type: none"><li>• Call for the Preliminary interview</li></ul>		
<ul style="list-style-type: none"><li>• Call for Final Interview</li></ul>		
<ul style="list-style-type: none"><li>• Regret</li></ul>		
<ul style="list-style-type: none"><li>• Offer employment</li></ul>		

Test results:	Salary agreed on:
Designation :	Date of commencement :
Recommended by Head of Human Resources :	
Approved by Chief Operating Officer	
Approved by Managing Director / CEO	

*Annexure I*