

No..... (For office use only.)
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Medium of Language	Sinhala	
	Tamil	

**Specimen Application Form**  
**Ministry of Justice, Prison Affairs and Constitutional Reforms**  
**Application for the Post of Labour Tribunal Assistant Secretary to**  
**the Labour Tribunal Secretariat**

01. (a) Name with initials (in Sinhala/Tamil) - .....
- .....
- Name with initials (in English Block Capitals) - .....
- .....
- (b) Full Name (in Sinhala/Tamil) - .....
- .....
- Full Name (in English Block Capitals) - .....
- .....
02. Permanent Address (in Sinhala/Tamil) - .....
- .....
03. Permanent Address (in English Block Capitals) - .....
- .....
04. Address to which the correspondences should be dispatched. (in English Block Capitals) -
- .....
- (State only if the permanent address is to be changed.)
05. Telephone No. – Private ..... Official - .....
06. Email Address - .....
07. National Identity Card No.-
- |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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08. Gender - .....
09. Date of Birth - Year: ..... Month: ..... Date : .....
10. Race - .....
11. Civil Status - .....

12. Present place of work and designation - .....  
.....  
.....
13. Date on which you were appointed to the post of Management Assistant, Grade I -  
.....
14. Other qualifications – (State according to the criterion listed in the marking scheme.)  
.....  
.....  
.....  
.....
15. Have you ever been convicted for any offense by the court of law?  
[Mark (√) in the relevant box] Yes  No
- (If “Yes” , give details).....  
.....  
.....
16. Has there been any disciplinary action pending against you?  
[Mark (√) in the relevant box] Yes  No
- (If “Yes”, give details).....  
.....  
.....
17. Write according to your order preference 3 Labour Tribunals, any one to which you will be attached in case of you will be selected.
- 1.....  
2.....  
3.....
- (The list of the Labor Tribunals at which the post of Labor Tribunal Assistant Secretary has fallen vacant has been published in the official website of the Ministry of Justice Prison Affairs and Constitutional Reforms and your preference as indicated above shall not be construed as an assurance that you will be attached to such Labour Tribunals as you indicated according to your order preference.)

**18. Applicant's Certificate of Declaration**

- I. I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss that may arise from non-completion and/or incorrect completion of any part hereof. Further, I hereby declare that all the sections hereof have been correctly completed.
- II. I am also aware that, if any particulars declared herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal if detected after appointment.
- III. I will not change any information mentioned herein at a later stage.

.....  
Signature of the Applicant

Date :- .....

**19. Attestation to the signature of the applicant**

I do hereby certify that Mr./Mrs./Miss ....., the applicant above named is personally known to me and that he/she placed his/her signature on ...../...../..... in my presence.

.....  
Signature of the officer who attested to the signature of the applicant

Date :- .....

Name of the officer who attested to the signature of the applicant :.....

.....  
Designation :.....

Address :.....

(Affix the official stamp.)

**20. Certificate of the Head of the Department**

I do hereby certify that Mr./Mrs./Miss ....., the applicant above named is serving as ..... in the Ministry/Department of ..... as a permanent / temporary / casual officer and that the particulars furnished above by him/her are accurate and that there has been/has not been a disciplinary inquiry pending against him/her and that there has been/has not been a disciplinary inquiry to be commenced against him/her and that he/she has possessed necessary qualifications to be present at the interview as per the notice of calling for applications and that he/she can be/cannot be released from the service if he/she will be selected for this post as per the requirements, rules and regulations contained in the said notice.

*(Please delete words whichever inapplicable.)*

.....  
Signature of the Head of the Department  
and the official seal

Date:- .....  
Name :- .....  
Designation :- .....  
Ministry/Department :- .....