



**SPECIMEN APPLICATION**  
**NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY**



**THE POST APPLIED .....**

1. Full Name of the Applicant : .....
2. Name with Initials : .....
3. Permanent Address : .....
- Current Address (if any) : .....
4. District : .....
5. Date of Birth : .....
6. Age as at Closing date of application : ..... Years ..... Months ..... Days .....
7. Gender : .....
8. Civil Status : .....
9. NIC No : .....
10. Contact No : ..... WhatsApp.....
11. e -mail address : .....

12. Educational Qualifications  
G.C.E (O/L) – YEAR ..... Index No: .....

SUBJECT	GRADE	SUBJECT	GRADE

G.C.E (A/L) – YEAR ..... Index No: .....

SUBJECT	GRADE	SUBJECT	GRADE

**If it is more than one sitting please attached the copy of the certificate.**

13. Degree Qualification:

Degree	University	Date of Registered	Date of Completion	Valid date of Degree
1.				
2.				
3.				

- Attach transcripts of above-mentioned Degrees.

14. Postgraduate Qualification :

Postgraduate Degree/ Diploma	University/ Institute	Date of Registered	Date of Completion	Valid date of Degree/ Diploma
1.				
2.				
3.				

- Attach transcripts of above-mentioned Degrees/ Diplomas.

15. Professional Qualifications :

Qualification	Institute	Date of Obtained the Qualification	Validity Date
1.			
2.			
3.			

16. Vocational Qualifications:

Qualification	Institute	Date of Obtained the Qualification	Duration
1.			
2.			
3.			

17. Other qualifications:

Qualification	Institute	Date of Obtained the Qualification	Duration
1.			
2.			
3.			

18. Language Proficiency:

Language	Listening	Speaking	Reading	Writing
Sinhala				
English				
Tamil				
Other				

- Proficiency to be attached.

19. Experience:

Experience	Institute	Position	Salary Code	No of Years
Managerial Experience				
Executive Experience				
Non-Executive Experience				

20. Extracurricular activities :
- Sports : School Level / National Level / International Level
  - Other activities: .....

21. **Two (02)** Non related referees :

**Referee 01**

Name:  
Address:  
Contact No / WhatsApp No:  
e-mail:

**Referee 02**

Name :  
Address :  
Contact No/WhatsApp No:  
e-mail:

***One referee should where the applicant is currently working or from the previous employee.***

- **Note:** All relevant supportive documents should be appended.

I hereby declare that all information furnished by this application is true, correct and complete to the best of my knowledge belief. I further acknowledge and consent that if any information provided is found to be false, misleading or inaccurate at any stage of the application process. Thereafter, I shall be liable for any action deemed necessary by NAITA.

**Date :** .....

**Signature :** .....

**This section is applicable for applicants working in the public sector.**

**Recommendation of Head of Department :**

I hereby certify that Mr / Mrs / Ms ..... is employed in this Ministry / Department / Corporation / Board as ..... His / Her work and conduct are satisfactory and the particulars furnished by him /her are correct. If selected he / she / can / cannot released from his / her present post.

.....  
**HEAD OF DEPARTMENT**

.....  
**DATE**