

*Application for Recruitment – Non-Academic Staff*

*Recruitment and Selection Policy - Annex II*

*Form No.*

*Approved for Quality Management System*

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| *Faculty* | *Department / Section/ Division* |
| *NA* | *Human Resources*  |

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| **General Information** |
|  | Post Applied : |
|  | Preferred Name: |
|  | Name in Full *(Please underline the surname)*: |
|  | Address: |
|  | E-mail: | Contact No: |
|  | NIC No: | Passport Number: |
|  | Date of Birth: | Age: | Marital Status : |
|  | Spouse’s Name: | Occupation: |
|  | No. of children: | Age: | Sex: |
|  | Contact details in case of an emergency:*Name of the person:* *Relationship : Contact No:* |
| **Educational Qualification** |
| *Ordinary Level* |
| *School:* | *Year:* |
| *Subject* | *Grade* | *Subject* | *Grade* |
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| *Advanced Level* |
| *School:* | *Year:* |
| *Subject* | *Grade* | *Subject* | *Grade* |
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| **Higher Educational Qualification** *(Academic & Professional Qualifications )* |
| *University/Institute* | *Degree/Diploma* | *Class* | *Period* |
| *From* | *To* |
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| **Working Experience** *(Please start with the present employment)* |
| *S/N* | *Name of Organization / Institute* | *Position Held* | *Period Employed* | *Reason for Leaving* |
| *From* | *To* |
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| **Extra Curricular Activities** |
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| **Professional References** |
| **1.** | **2.** |
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| *Tel:* | *Tel:* |
| *Email:* | *Emil:* |
| I hereby certify that the information stated above is true and correct. |
| *Signature of Applicant:* |
| *Date:* |

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| *Sections – 1 &2 are for Guidance & Information* |
| *Section – 1* *Requirement*  |
| *To comply with International Standard ISO 9001:2015 – Quality Management Systems - Requirements* |
| *Clause :- 7 Support* |
| *Sub-Clause :- 7.2 Competence* |
| *The organization shall:**a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;**b) ensure that these persons are competent on the basis of appropriate education, training, or experience;* |

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| *Section – 2**Processing Procedure* |
|  | *This Application has been published in the cinec website and the link is given in the vacancy advertisement.*  |
|  | *As per the requirement This Application can be filled and submission should be done online by the candidate.* |
|  | *Responsibility of processing the document is vested with Human Resources Manager.* |
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