



Rajans Job Bank

A Project of Dharmaraja College Old Boys' Union (Colombo Branch)

[FORM – A]

SAMPLE DATA SHEET FOR JOB SEEKERS

1. Personal Details:

- 1.1. Name in Full :
- 1.2. Name with First Name and Surname :
- 1.3. NIC No/Passport No. :
- 1.4. Civil Status :
- 1.5. Study Period in Dharmaraja College : From: To:
- 1.6. Details of the Affiliation to the OBU :

2. Contact Details:

- 2.1. Email :
- 2.2. Mobile :
- 2.3. Tel :
- 2.4. Fax :
- 2.5. Postal Address of current residence :

3. Job History (if applicable)

- 3.1. Current Employment :
- 3.2. Previous Employments : (1).....
(2).....
(3).....

4. Educational Qualifications

- 4.1. Ordinary Level/Year :
- 4.2. Advanced Level/Year :
- 4.2. University Degree/Diplomas/
Professional Certifications :
- 4.4. Postgraduate Qualifications :

5. Professional Qualifications

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6. Extra-curricular Qualifications

- 6.1. Sports :
- 6.2. Social Activities :
- 6.3. Other :

7. Employment Interests (specify) and desired monthly remuneration

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8. Describe yourself and your ambitions: (Max 100 words)

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9. Contact Details of Referees

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