



SUN – RAY
Institute of English Training
& Academy of Higher Education
Beragama, Ambalantota
077-560 3634/ 047-5678990

SINCE 1996

Employment Application—Short Form

Priority will be given to Sun –Ray old students and their family members for the available Programs, services and employment opportunities.

Date (Month/Day/Year):

Applicant Data :

- Have you studied in this institute? Yes No
- If yes, Course.....Batch No.....Year.....
- If No, How were you referred to us:

- Full Name:
- National Identity Card Number/Passport Number:
- Address:

District :Province:

- Phone: E-mail.....
- Date of Birth:Age:
- Schools attended:
- Highest Educational qualification:
- Highest professional qualification:



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- Type of employment desired: Full-Time..... Part-Time..... Temporary.....
- Date Available to Start
- Salary Requirements:
- If you are under 21 years of age (Should not be below 18), can you provide a letter of consent from your guardian? Yes No
- If no, please explain:

- Have you ever pleaded guilty, no contest or been convicted of a crime?
 Yes No..... If yes, give dates and details:.....

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Summarize Your Special Skills or Qualifications :

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:

Company Name: Address:

District:Province:

Phone:

Supervisor:

Title:



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Responsibilities:.....

Starting Salary and Title:Ending Salary and Title:.....

Reason for Leaving:

May we contact this employer for a reference? Yes..... No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision.

I understand that providing my information through this application or submitting this application does not create any legal liability, responsibility on or over Sun-Ray, Institute of English Training in offering/guaranteeing a job/program/employment opportunity.

I further understand that THE USE OF THIS WEBSITE AND THE CONTENT IS AT MY OWN RISK, AND THE SUN-RAY, INSTITUTE OF ENGLISH TRAINING ASSUMES NO LIABILITY OR RESPONSIBILITY PERTAINING TO THE CONTENT, MY USE OF THE WEBSITE OR THE RECEIPT, STORAGE, TRANSMISSION OR OTHER USE OF MY PERSONAL INFORMATION.

I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

Signature of Applicant: Date: