

Amana Takaful PLC

Job Application Template

Prospective candidates to prepare their CV's as per the format below in A4 size sheets and staple on the top left hand corner.

Applications submitted not in line with the format / or with unnecessary information (not requested) in the format - will be rejected by the system at the scanning stage.

Attach to the application – only a photocopy of ID / or passport (both sides)

Post Applied for:		
Surname		Other Names
Permanent Residence Address		Present Address
		Contact Details Telephone Residence Office Mobile Email Fax
Place and Date of Birth	NIC / Passport No:	Marital Status
School Attended		
GCE (O/L) Indicate Subjects / Grade / Year		GCE (A/L) Indicate Subjects / Grade / Year
Professional / Other Qualifications (if any) Indicate Exam title / Institution/ Result / Year		Who is your role model in life ? (Name the person)
Career Track Record		
Indicate Period (From – To)	Company Name	Designation & Briefly state the key job tasks
1		
2		
3		
4		
5		
<i>I hereby certify that above particulars about myself are true and correct.</i>		
Signature / Date		

CONFIDENTIAL

Staff Personal Profile (SPP)

(To be filled in by all candidates seeking employment at Amana Takaful PLC)

Full Name:			
Family Details		Present Status – as applicable (State place of employment / Career record)	
Father's Name			
Mother's Name			
Brother's			
Sister's			
Spouse Name			
Children Name & Age		If schooling – Name of school / which Grade	
Name of Best Friend		Place of Work	Contact Details
Language Proficiency Indicate – can read / write / speak	English	Sinhala	Tamil
Computer Literacy	MS Word	Excel	Powerpoint
Driving competency	Licence No/ date	Car	Heavy Vehicle
Religious Dignitary (Name) – personally known to you		Address and Contact Details (if any)	
Membership / Affiliation		Key Achievements in Career / Life	
Organization Name	Position / Title	What / Where ?	When ?
Indicate 3 of your Strengths		Indicate 3 of your Weakness	
1		1	
2		2	
3		3	

State your hobbies / Recreation plan			Membership to Gym (if any)
Have a vehicle (car)	Own	Lease / Hire	Do not have
Dwelling (House)	Own	On Rent	Others (pl specify)
Have your performed Haj ? (as applicable)	If yes (when)	Umra	Other countries visited
Your favourite Author/s ?		Books – you have read in the last 3 months (Titles)	
Medical advise (if any) related to work / personal life			Need to pay special attention ?
Meal restrictions (if any)		Your favourite meal / or dish ?	
Do you smoke ?	Yes / No	Your Height	Your Weight
Do you suffer from any communicable diseases?	Yes / No	Have you had any major illness in the last 2 years	Yes / No
Mention your personal values / principles (if any)			Your Blood Group
Any known person working at ATL ?	Name	Relationship	Known for how long ?
Name / address and contact details 2 Non-related reference			
In case of emergency –whom to contact	Name / Relationship	Mobile / Phone No	Address
Declaration <i>I understand that any incorrect information /data given by me is a ground for dismissal from employment.</i>			
Signature / Date			
Ref: Munshif / SPP / ATLHR/ Dec/2007			