

2. EDUCATIONAL QUALIFICATIONS POSSESSED BY THE APPLICANT

G.C.E (o/L) Examination

Subject	Grade	Year

G.C.E (A/L) Examination

Subject	Grade	Year

Pls. attach the copies

University Education

University	Period	Main subject/specializing	Degree & class	Year

Pls. attach the copies

3. PROFESSIONAL QUALIFICATIONS POSSED BY THE APPLICANT

Institution	Period	Field of Study/training	Qualification	Year

Pls. attach the copies

4. COURSES COMPLETED AT THE IPM OR NIOSH

Course	Year
Foundation Course in HRM	
Certificate Course in HRM	
Certificate Course in T & HRD	
Professional Qualification in HRM	
Certificate in Occupational safety & Health	

Pls. attach the copies

5. WORK EXPERIENCE (MANAGERIAL, EXECUTIVE, SUPERVISORY, ENTREPRENEURIAL, ETC.)

Organization	Position held	Nature of work	Period

Note:

(i) Use extra papers, if necessary, to give more information. Attached service certificates from employers or adequate proof of experience.

6. KNOWLEDGE OF ENGLISH

What evidence do you possess to support the sufficiency of your knowledge of English to undertake the Professional Study Programmes?

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7. FINANCE

Self Sponsored Undecided

If payment is made by the organization

Dear Sir/Madam

I do hereby nominate Mr./Mrs./Ms..... to participate in the DOSH course.

He/She shall be released from work and the fee will be paid by this organization.

Authorized Officer..... Name..... Date.....

(If Sponsored by an organization Signature of the Authorized Person Should accompany by the Company Seal)

8.REASONS FOR STUDY

Enumerate briefly and as precisely as possible your reason for wishing to enroll in a Professional Study Programmes at the Institute of Personnel Management Sri Lanka

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9.How did you get to know about IPM?

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10.LIST OTHER INFORMATON INCLUDING YOUR PERSONAL/CAREER IN INTERESTS WHICH YOU FEEL MAY BE USEFUL TO THE ADMISSION BOARD IN THE EVLUATION OF YOUR APPLICATION.

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I certify that the above information is true and correct. I understand that misrepresentation in the application will cause rejection of application or revoking of acceptance for admission.

Date:.....

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Signature of Applicant

Payments Procedure for the Study Programmes

All payments should be made the credit of IPM Current Account No.0030-10 151962 maintain at any branch of Hatton National Bank and the printed "Customer Deposit Slip" should be forwarded to IPM Head Office Finance Department in order to obtain official receipt for payment. (Name to be written in bank deposit slip for identification of the payee)
Please note that payment to be to made to bank after acceptance of your application for respective study programme with our admission crireria.Money orders are not accepted.

Mail this application to:

Manager Programs
Institute of Personnel Management Sri Lanka
"HR House"
No:43,Vijaya Kumaranathunga Mawatha,
Narahenpita,Colombo 05
Tel: Hunting 4511138 Fax:4511107
E mail: bschool@ipmlk.org Web:www.ipmlk.org