



**EMPLOYER REGISTRATION APPLICATION**  
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 மனிதவலுவல வேலைவாய்ப்புத் திணைக்களம்  
**DEPARTMENT OF MANPOWER AND EMPLOYMENT**



**PART 01: Employer's Information**

Company Name:		Member No:	
Country of Business Registration: Sri Lanka <input type="checkbox"/> Others <input type="checkbox"/> (Pls. specify).....	Operational Area: Island-wide <input type="checkbox"/> District <input type="checkbox"/> (Pls. Specify).....	Organizational Type: Public/Semi-govt. <input type="checkbox"/> Private <input type="checkbox"/> NGO <input type="checkbox"/>	
Main Industry: ..... Subsidiary Industries: .....		Business Address :	
Name of the Contact Person/Liaison Officer:		Designation:	
Fixed Phone:	Mobile No:	Fax:	E-mail:

We, being the above mentioned institution, wish to obtain the employment matching services offered by the Department of Manpower and Employment (DME). We mutually agree to abide by the following principles associated with the same services.

1. The Job Centers of the DME provides the employment matching services completely free of charge to both job seekers and job providers. The job provider shall not charge any fee/levy/money from the jobseekers referred to the job provider before placing him in an employment.
2. The DME will invite the stakeholders to sponsor fully or partly for specialized events such as Job Fairs, Tailor-made Training programs, only through a written request duly authorized by the Director-General of the DME. Even such requests are not mandatory.
3. Save and except the above, the job providers shall not offer/assign/pay/transfer any costs/money or other monetary or non-monetary benefits to the employees of the DME.
4. The DME will provide job seeker information only to the Job providers duly registered with its Job Centers, and only in relation to the job vacancies reported online or written (via this form).
5. The job provider shall not release/disseminate/transfer any information pertaining to the jobseekers to any other party. In event of such misuse of information, the job provider shall be responsible for all legal and related matters.
6. The DME reserves the right to issue or not issue any information pertaining to a job seeker to any Job provider.
7. The DME will not assume any responsibility on issues arising from any service obtained by the job providers from personnel other than the DME officers.
8. The job providers are obliged to inform the DME of the personnel recruited (out of the jobseekers referred to) with the details as needed by the DME for its progress indicators.

.....  
Date

.....  
Signature of Employer/Authorized Officer

**PART 02: Vacancy Information** (please use one sheet per one type of vacancies)

Job Title:			
No. of Vacancies:		Job Description:	
Age Range:			
Gender Preference (if any):			
Overall Salary: (Sri Lankan Rupees)			

Nature of this Position:	Apprentice <input type="checkbox"/>	Entry level <input type="checkbox"/>	Senior <input type="checkbox"/>	Manager <input type="checkbox"/>
Work Type:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Freelance <input type="checkbox"/>	
Position Type:	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Contract <input type="checkbox"/>	
Vacancy valid until:	DD <input type="text"/>	MM <input type="text"/>	YYYY <input type="text"/>	
Willingness to recruit persons with disabilities:	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Other Information:				
Place of Work:				

	Job Specification:

.....

Date

.....

Signature of Employer

**INDUSTRIAL CATEGORY**

Agriculture Animal Husbandry & Forestry	1	Hotel & restaurant	7	Health & Social Work	13
Fishing	2	Financial Service	8	Other Community Social and Personal Service	14
Mining & Quarrying	3	Real Estate Service	9	Private house Hold with Employed Persons	15
Manufacturing	4	Computer Related Service	10	Extra Territorial organization	16
Electricity, Gas & Water	5	Research & Development Service	11	Transport And Storage	17
Constructions	6	Public Administration and Defense	12		

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**FOR OFFICE USE ONLY**

Job order Number	<input type="text"/>	Date of Received	<input type="text"/>
Assigned Officer	<input type="text"/>	Matches	<input type="text"/>

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