

# EMPLOYER REGISTRATION APPLICATION



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மனிதவலுவலு வேலைவாய்ப்புத் திணைக்களம்  
DEPARTMENT OF MANPOWER AND EMPLOYMENT

DME- 02

<b>PART 01: Employer's Information</b>			
Company/ Employer Name:		Member No (if given):	
Country of Business Registration: Sri Lanka <input type="checkbox"/> Other <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: <input type="text"/>	Business Address :		
Subsidiary Industries: <input type="text"/> <input type="text"/> <input type="text"/> (pls. refer Page 2 for Industry Classification)			
Name of the Contact Person/Liaison Officer: Mr./Mrs./Miss:		Designation:	
		Preferred Communication Method: SMS <input type="checkbox"/> / E-mail <input type="checkbox"/>	
Fixed Phone:	Fax:	Mobile No:	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.

Name of Employer/

Authorized Officer : .....

Signature:.....

Date : .....

Official Stamp

<b>PART 02: Vacancy Information</b> (please use one sheet per one type of vacancies)			
Job Title:			
No. of Vacancies:		Job Description:  Responsibilities:	
Age Range:			
Gender Preference:	Male/ Female/ Not applicable		
Overall Salary: (SL Rupees)	Negotiable: Yes/No		
	Minimum: .....		
	Maximum: .....		
Place of Work:	Islandwide <input type="checkbox"/>	District(/s) (pls. specify) .....	
Nature of the Position:	Apprentice <input type="checkbox"/>	Entry level <input type="checkbox"/>	Mid-career <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"/> <input type="text"/>	MM <input type="text"/> <input type="text"/>	YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Willingness to recruit persons with disabilities:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Job Specification:	Minimum Qualifications expected	Maximum Qualification expected	
Educational Qualifications			
Professional Qualifications			
Vocational Qualifications			
Prior Service Experience			
Language Competencies			
Other Information/ Remarks			

.....  
Date

.....  
Signature of Employer/ Authorized Officer

**INDUSTRIAL CATEGORY**

Agriculture Animal Husbandry & Forestry	1	Electricity & Energy Supply	7	Banking, Insurance & Finance	13
Fishing & Aquaculture	2	Wholesale & Retail Trades	8	Legal & Professional Services	14
Manufacturing of Food & Beverages	3	Transport & Storage	9	Education	15
Manufacturing of Textile & Apparel	4	Hotel, Accommodation & Food	10	Health & Social Work	16
Manufacturing of other products	5	Mass Media & Entertainment	11	Sports & Recreation Activities	17
Construction	6	ICT & Computer Related Activities	12	Other Service Activities	18

**FOR OFFICE USE ONLY**

Reference Number	<input type="text"/>	Date of Receipt of Application	<input type="text"/>
Assigned Officer	<input type="text"/>	Date of Entry to Job Portal	<input type="text"/>
Number of JS Matched	<input type="text"/>	Number of JS Referred	<input type="text"/>
Number of JS Recruited	<input type="text"/>	No. of Employees Retained (after 3 months from recruitment)	<input type="text"/>