



**UNIVERSITY OF KELANIYA
SRI LANKA**

FORM OF APPLICATION

POST APPLIED FOR:

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1. **Name in Full: Rev./Mr./Mrs./Miss** [Underline Surname]
[If registered as a student in a University under any other name,
please indicate such name within brackets]

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2. **Postal Address**
[Any change should be communicated immediately]

-
3. **Contact Telephone No.** E-Mail -
Fax No. -

-
4. **Date of Birth & Age**
[Please attach copy of Birth Certificate]

-
5. **Nationality**

-
6. **Civil Status**

-
7. **Whether Citizen of Sri Lanka**
[State whether by descent or by registration;
if by registration, give reference number and
date of certificate of citizenship]

8. Educational Qualifications *[Please attach copies of all relevant certificates]*

University Education

<u>Degree/Diploma, etc. & Name of the University</u>	<u>From</u>	<u>To</u>	<u>Course Followed</u>	<u>Date of Final Exam & Results [Give Class /Grade]</u>
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9. Special Qualifications

[Professional, etc. – Please attach copies of all relevant certificates]

10. Postgraduate Qualifications

[State whether by course work or research, duration and effective date – Please attach copies of all relevant certificates]

11. Academic Distinctions, Scholarships, Medals, Prizes, etc.,

[Indicate the Institution from which such awards have been obtained – Please attach copies of relevant certificates]

12. Research Publications, if any

[If space is insufficient, please use a separate sheet]

13. Proficiency on Languages : Highest Examination passed in,

Sinhala	-
Tamil	-
English	-

14. (a) Present Occupation :

1. Post :

2. Date of appointment to such post :

3. Whether confirmed in the present post :

4. Place of work :

5. Salary scale of the post :

6. Present salary : (a) Salary Step -

(b) Allowances -

(b) Previous Employment, if any (with experience), with dates and periods

<u>Department/ Institution</u>	<u>Post</u>	<u>From</u>	<u>To</u>	<u>Reasons for Leaving</u>
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(c) Experience, if any

(d) Particulars of Bond Obligations to Higher Educational Institutions/Institutes if any:

(i) Obligatory Period :

(ii) Amount Due :

**15. Commendations/Punishments, if any,
During your career in the University/
Educational Institution**

16. Extra Curricular Activities

17. Any other relevant particulars

[Not included above]

18. Names of two Non related referees

[With positions and addresses]

Name

Address

1.

2.

19. Where a period of experience is a requirement for the post applied, state period of such experience with details:

20. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

.....
Date

.....
Signature of Applicant

21. [TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE]

(a) Is the applicant on probation? Yes / No

(b) Was any disciplinary action taken against the applicant? Yes / No

(c) I recommend/ not recommend the application.

Date

.....
Signature of Head of Department

Note: *If space not sufficient to enter the details under each column use a separate sheet and attach to the end.*
