



FORM OF APPLICATION

Application for the post of:

1. **Name in Full:** (underline the Surname)

Rev./ Dr./ Mr./ Mrs./ Ms.:

Name with initials:

2. **a) Address** **Address for Correspondence Permanent**
(Any change should be communicated immediately)

b) Contact Numbers

Mobile No.

Residence:

Office:

c) E-mail Address:

3. **a) Sex:** Ma ☐ Fem ☐

b) Civil Status Single ☐ Married ☐

c) Date of birth (Please attach a copy of the birth certificate): **Age at the Closing date**

Year	Month	Date

Years	Months	days

d) National Identity Card No.:

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e) Citizenship (If by registration indicate Registration No. / Details of Dual Citizenship):

By Descent ☐ By Registration ☐ Dual Citizenship ☐

4. **School Education**

Name of School(s) attended	From	To

5. **University Education: First Degree**

(Duration and effective date should be given. **Please, attach copies of all relevant certificates with transcripts**).

Name of the University	From	To	Title of the Degree	Class & Grade of Final Examination
1.				
2.				

Effective date of the Degree/s: 1.

2.

6. **Postgraduate Qualifications:**

(State whether by course work or research, duration and effective date. **Please, attach copies of all relevant certificates with transcripts**)

Name of the degree and name of the University/ Institute	From	To	Effective date
1.			
2.			
3.			

7. **Other Diplomas, Memberships, Fellowships, etc.** (attach a copy of certificates). (If space is insufficient, please use a separate sheet).

Name of the University/ Institute/ Body	Title of the Course	Duration and Credits	Year

8. **Professional Qualifications** (attach a copy of certificates). (If space is insufficient, please use a separate sheet).

Name of the University/ Institute	From	To	Examination passed or Degree obtained etc.

9. **Language skills** (indicate the level of your proficiency in the appropriate cage using one of the following letters A, B, C and D as per given below):

Language	Reading	Writing	Conversation
Sinhala			
Tamil			

English			
Others (Specify)			

A- Fully Competent B – Moderately Competent C – Can Manage with difficulty D – Not Competent

10. **Details of research and publications, if any.** *(If space is insufficient, please use a separate sheet).*

No.	Title of the Article	Author(s)	Source and date of the publication
i.			
ii.			
iii.			

11. **Please indicate the applicable category by checking the relevant box when applying** *(please tick the relevant cage)*

Registrar	a		b		c		d		e		f			
Bursar	1		2		3		4		5		6		7	

12. **(a) Present Occupation:**

i.	Post / Designation	
ii.	Date of appointment to such post	
iii.	Whether confirmed in the present post <i>(Please attach evidence from the employer)</i>	
iv.	Place of work with address	
v.	Salary scale of the post	
vi.	Present Salary	
	Basic Salary	
	Allowances	

- (b) Previous Employment Records:**

Post held	University/ Institute	Period of Service		Last monthly Salary received	Reason for cessation of Employment
		From	To		

- (c) Commendations/ Punishments, if any, during your career in the University/ Educational Institutions/ Institutes.**

- (d) Have you ever been served with a Vacation of Post (VoP) notice by any other University/ Government institution? If so, please provide details.

13. Any further relevant particulars (not included above)

14. Two (02) non-related referees

Name	Designation	Address & Contact details with the e-mail address
1.		
2.		

Important Notices: -

- i. Submit your application according to the requirements and guidelines indicated in the advertisement mentioned on the website www.seu.ac.lk relevant to the advertised post.
 - ii. All applicants should possess the required qualifications and experience by the closing date of the application. No qualification fulfilled after the closing date will be considered.
 - iii. The applicant should place his signature on all pages at the bottom of the application.
 - iv. Applications will be rejected on the ground of the following reasons:
 - a. Applications which have not been submitted as per this form and applications which have not been attached with copies of the required documents.
 - b. Late applications, incomplete applications and applications which do not satisfy all the requirements set out in the advertisement.
 - c. Any application which is not submitted through the proper channel.
15. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of the particulars are found to be false or inaccurate, I am liable to be disqualified before selection and/or to be dismissed without any compensation, if the inaccuracy is detected after the appointment.

Date:

Signature of the Applicant

Recommendation of the Head of the Department/ Division

Forwarded. he/ she could be released/ could not be released from the service of this Department/ Branch/ Unit if selected for an appointment.

Date:

Signature of the Head of the
Department/ Division

Note – In the case of an employee attached to the Faculties, Libraries & Financial Branches should complete.

Recommendation of the Dean/ Librarian/ Bursar:

Recommended/ Not-Recommended

Date:

Signature of the Dean/
Librarian/ Bursar

(Should be filled by the Establishment Division)

I certify that the particulars given in columns 01 to 13 of this application are correct according to the applicant's personal file maintain by the Establishments Division.

Subject Clerk:

Date:

Signature of the Deputy/
Senior/ Assistant Registrar
(Establishment Division)

Recommendation of the Head of the Institutions

Recommended / Not-Recommended. He/ She could be released/ could not be released from the UGC/ University/ Institute if selected for the appointment.

Date:

Signature of the Head of
the Institution

* Delete whichever is inapplicable