

**APPLICATION FORM FOR THE POST OF UNIVERSITY COLLEGES**

POST:						
NAME OF THE UNIVERSITY COLLEGE:						
01	Name in Full :					
02	Name with Initials :					
03	Permanent Address :					
04	Tel :			Mobile :		
	Fax :			E-mail :		
05	National Identify Card No :					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06	Date of Birth :		Year :	Month:	Day:	
07	Age as at closing date of Applications :		Years :	Months:	Days:	
08	Civil Status :					
09	Citizenship :					
10	Details of Secondary Education					
<b>(i) G.C.E (O/L)</b>						
	<b>Name of School/ College</b>	<b>Year</b>	<b>Subjects</b>	<b>Results</b>	<b>Subjects</b>	<b>Results</b>
<b>(ii) G.C.E. (A/L)</b>						
	<b>Name of School/ College</b>	<b>Year</b>	<b>Subjects</b>	<b>Results</b>	<b>Subjects</b>	<b>Results</b>

11	Higher Educational Qualifications [First Degree and Postgraduate Degree (s)]						
<b>University / Institution</b>	<b>Degree</b>	<b>Class</b>	<b>Special or General Degree</b>	<b>Main Subject/ Subjects</b>	<b>From-To</b>	<b>Effective date of Degree</b>	
12	Professional Qualifications / Chartered Corporate Memberships etc.						
<b>University/ Institution</b>	<b>Examination passed</b>	<b>Specialization</b>		<b>Year of Passing</b>			
13	Certificates (if any)						
<b>Course/Certificate</b>	<b>Field</b>	<b>Name of the Institution/ University</b>		<b>Year</b>			
14	Any other Academic Distinctions Scholarships, Medals, Prizes, etc. (indicate the Institution from which such awards have been obtained)	..... ..... .....					
15	Research & Publications, if any (if space is insufficient, please use separate sheet)	..... ..... .....					
16	Current Employment Records						
<b>Post</b>	<b>Designation</b>	<b>Institution</b>	<b>Brief Description of Duties</b>	<b>Time Period</b>			
				<b>From (dd/mm/yyyy)</b>	<b>To (dd/mm/yyyy)</b>		

17	Previous working Experience (Starting with present position and continue in reverse order)								
Post		Designation	Institution	Brief Description of Duties	Time Period				
					From (dd/mm/yyyy)	To (dd/mm/yyyy)			
18	Proficiency in Languages (Please Mark '✓' in the relevant cage)								
Language		Written				Spoken			
	Very Good	Good	Satisfactory	Week	Very Good	Good	Satisfactory	Week	
Sinhala									
Tamil									
English									
Other									
19	Computing & Information Technology								
Qualification		Institution			year	Skills gained			
20	Leadership/ Management experience:								
21	Extra-Curricular activities:								
22	Special Skills:								
23	Creativity (including patents):								
24	Are you under any obligatory National Service (If yes, specify): .....								
25	If selected, what is the earliest date that you can assume duties: .....								

26	<p>Names of two persons (with addresses and contact numbers) to whom reference can be made:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">Name</td> <td style="width: 50%; vertical-align: top;">Address</td> </tr> <tr> <td>1. ....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> </tr> <tr> <td>Tel. No: .....</td> <td>Fax: .....</td> </tr> <tr> <td>E-mail: .....</td> <td></td> </tr> <tr> <td>2. ....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> </tr> <tr> <td>Tel. No: .....</td> <td>Fax: .....</td> </tr> <tr> <td>E-mail: .....</td> <td></td> </tr> </table>	Name	Address	1. ....	.....		.....		.....	Tel. No: .....	Fax: .....	E-mail: .....		2. ....	.....		.....		.....	Tel. No: .....	Fax: .....	E-mail: .....	
Name	Address																						
1. ....	.....																						
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	.....																						
Tel. No: .....	Fax: .....																						
E-mail: .....																							
2. ....	.....																						
	.....																						
	.....																						
Tel. No: .....	Fax: .....																						
E-mail: .....																							
27	<p>I hereby declare that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before the selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.</p> <p>.....</p> <p style="text-align: center;">Signature of the Applicant <span style="float: right;">Date</span></p>																						
28	<p>For Public / Corporate Sector Candidates</p>																						
	<p>Application for the post of.....submitted by ..... is forwarded herewith. If he / she is selected for the said post he/ she can/ cannot be released.</p> <p>Date: .....</p> <p style="text-align: right;">Signature of the Head of Institution <i>(Please place official seal of the Head of Institution)</i></p>																						
	<p><b>Note</b></p>																						
(i)	<p>If the sheets above are not sufficient, please use extra sheets, when &amp; where necessary.</p>																						
(ii)	<p>Indicate the list of documents attached along with the application form.</p>																						
	<p style="text-align: center;">(a) .....</p>																						
	<p style="text-align: center;">(b) .....</p>																						
	<p style="text-align: center;">(c) .....</p>																						
(iii)	<p>Please mark with “---” in the relevant cage, if you do not have something to mention.</p>																						