|  |  |
| --- | --- |
| POST APPLIED FOR : |  |
| **1. Name in full** [Underline Surname]*[If registered as a student in a University under any other name. please indicate such name within brackets]* | Dr./Mr./Ms |
| **2. Postal Address***[Any change should be communicated immediately]* |  |
| 1. **Contact Details:**
	1. **Telephone (residence)**
	2. **Mobile**
	3. **E-mail**
 |  |
| **4. Date of Birth and Age***[Please attach copy of Birth Certificate]* |  |
| **5. Civil Status** |  |
| **6. Whether a Citizen of Sri Lanka** *[State whether by descent or by registration: if by registration, give reference number and date of certificate of citizenship]* |  |
| **7. Educational Qualifications** |
| **7.1** | **School Education** |
| **7.1** | **School/s Attended** | **From** | **To** |
| **i.** |  |  |  |
| **ii.** |  |  |  |
| **iii.** |  |  |  |
| **iv.** |  |  |  |
| **v.** |  |  |  |
|  |  |  |  |
| **7.2** | **University Education –Undergraduate and postgraduate** |
|  | **Name of the University** | **Degree/Diploma** | **Course Followed** | **Result Class** | **From** | **To** |
| **i.** |  |  |  |  |  |  |
| **ii.** |  |  |  |  |  |  |
| **iii.** |  |  |  |  |  |  |
| **iv.** |  |  |  |  |  |  |
| **v.** |  |  |  |  |  |  |
| **vi.** |  |  |  |  |  |  |
| **8. Professional Qualifications** |
| **i.** |  |  |
| **ii.** |  |  |
| **iii.** |  |  |
| **iv.** |  |  |

|  |
| --- |
| **9. Academic distinctions, scholarships, Medals, Prizes etc** *[Indicate the institution from which**such awards have been obtained - Please attach copies of all relevant certificates]* |
|  | **Award** | **Institution** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **10. Proficiency of Languages** *[Indicate the institution from which such awards have been obtained - Please attach copies of all relevant certificates]* |
|  | **Language** | **Highest Examination passed** |
| **1.** | Sinhala |  |
| **2.** | Tamil |  |
| **3.** | English |  |
| **4.** | Other (Specify) |  |
| **11. (a) Present Occupation and Salary Drawn** |
| **Institution** | **Occupation** | **Salary drawn** |
|  |  |  |
| **12. (b) Previous employments with dates** |
|  | **Institution** | **Post** | **From** | **To** | **Reasons for leaving** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **13. Administrative/Financial/any other relevant Experience, if any** |
|  |
| **14. Particulars of Bond Obligations to Higher Educational Institutions/Institutes if any**: |
|  | **Institution** | **Obligatory Service period** | **Bond amount due** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

**15. Commendations/Punishments during your career yes No**

**If yes, please provide details**

**16. Extra-Curricular Activities**

**17. Any other relevant particulars** *(Not included above)*

**18. Have you ever been convicted by a court of law?** **yes No**

 **If yes please provide details**

**19. Names of two Referees***[With address]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Designation and Address**  | **Contact Number** |
| **1.** |  |  |  |
| **2.** |  |  |  |

**20.** I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that 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**

 [TO BE COMPLETED BY THE HEAD OF THE INSTITUTE WHERE APPLICABLE]

**Director,**

**University College of Matara.**

Application forwarded. Please note that if selected, action will be taken to release him/ her from service.

……………………………… …………………………………………

 **Date Signature of Head of Institution**