****

**WAYAMBA UNIVERSITY OF SRI LANKA**

**KULIYAPITIYA**

**FORM OF APPLICATION**

**[N.B. All information furnished in this application should be substantiated with documentary evidence. Alteration to the format of this application is not allowed. ]**

**POST …………………………………………………………………………………………………..**

**DEPARTMENT ………………………………………………………………………………………**

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| --- | --- | --- | --- | --- |
| 1. Name in Full : Underline Surname |  | | | |
| 2. Whether Rev ./Mr./Mrs./Miss. |  | | | |
| 3. Postal Address :  (any change should be communicated  immediately) |  | | | |
| 4. Telephone Number  E-mail Address : (if available) | Office: Fax:    Residence: Mobile:  E-mail: | | | |
| 5. Date of Birth & Age : |  | | 6 (a). Civil Status:  (b). N.I.C. No. | |
| 7. Whether Citizen of Sri Lanka :  (State whether by descent or by registration : if  by registration ' give reference number & date  of certificate of citizenship) | |  | | |
| 8. Education - Schools attended    (i)  (ii)  (iii)  (iv) | | *From* | | *To* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. University Education :  (Degrees, Diploma etc.)  University | *From* | *To* | *Course followed (with Subjects)* | *Results*  *(with Class/Grade*  *and the Equivalent GPA)* |
| 10. Postgraduate qualifications [State whether by course work or research, duration, effective date, University and the no. of credits earned from research] |  | | | |
| 11. Special/ Professional Qualifications etc. |  | | | |
| 12. Academic distinctions, Scholarships,  Medals, Prizes, etc. (Indicate the  institution from which such awards  have been obtained) |  | | | |

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| --- | --- | --- | --- | --- | --- |
| 13**.** Research & Publications, if any :  (If space is insufficient, please use separate sheet) |  | | | | |
| 14.Proficiency on Languages : Highest  Examination passed in;  Sinhala -  Tamil -  English -  Other - |  | | | | |
| 15. (a) Present occupation :  1. Post:  2. Employer with address and contact information  3. Date of appointment to such post :  4. Whether confirmed in the present post:  5. Salary scale of the post;  6. Present Salary : (a) Salary step :  (b) Allowances |  | | | | |
| b) Previous appointments ,if any,  with dates and periods stating from the recent most  *Department/Institution* | *Post* | *From* | *To*  Total | *Duration*  …… Y ……M | |
| c) Administrative Experience, if any |  | | | | |
| d) Particulars of Bond Obligations to  Higher Educational Institution/  Institute, if any:  (i) Obligatory Period :  (ii) Amount Due : |  | | | | |
| 16. Where a period of experience is  a requirement for the post applied ,  state period of such experience  with details:  *Department/Institution* | *Post* | *From* | *To*    Total | | *Duration*  …...Y ……M |
| 17. Extra - Curricular activities : |  | | | | |
| 18. Brief Career Vision (Not more than 200 words)  [Relate your background, experience and future interests ] |  | | | | |
| 19. In the event of being selected please indicate the duration within which you would be able to assume duties. |  | | | | |
| 20. Names of two non –related persons to whom reference can be made : ( with addresses)  Name & Address   1. …………………………………………. Tel. No. ………………………………………….   …………………………………………. Email ………………………………………….  …………………………………………. Fax No. ………………………………………….  ………………………………………….     1. …………………………………………. Tel. No. ………………………………………….   …………………………………………. Email ………………………………………….  …………………………………………. Fax No. ………………………………………….  …………………………………………. | | | | | |
| 21. 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  **Recommendation of the Head of the Institution**  (If employed at Higher Education Institution, Government Departments and Government Corporations)  I recommend and forward herewith the application of …………………………………… for the above post and agree/ do not agree to release him/ her if selected to the post applied for.  Any Other Observations: ………………………………………………………………………………………………  ………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………….  Date : ………………………………. ……………………………………………  Signature/ Head of the Institution  Official Stamp | | | | | |