****

**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 & Address1. …………………………………………. Tel. No. ………………………………………….

…………………………………………. Email ………………………………………….…………………………………………. Fax No. ………………………………………….…………………………………………. 1. …………………………………………. Tel. No. ………………………………………….

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| 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 |