



SABARAGAMUWA UNIVERSITY OF SRI LANKA

PO Box 02, Belihuloya 70140, Sri Lanka.

Tel - 045-2280087, 045-2280015 (Fax)

APPLICATION FOR ADMINISTRATIVE POST

Post applied for:

01. Name with initials (Rev./Dr./Mr./Mrs./Miss).....

02. Name denoted by the initials:

.....

03. Permanent Address:

04. Address for Correspondence:

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05. NIC Number:

06. Nationality:

07. State whether citizen of Sri Lanka by descent: Yes/ No
If by Registration, give Reg. No.

08. Gender :

09. Civil Status:

10. Date of Birth:

11. Age :

12. Contact Telephone Nos.:

Office:.....

Home:.....

Mobile:..... Fax:..... E-mail:.....

13. University Education (give all details in respect of the first degree, diploma postgraduate degree etc. Please annex copies of the certificates):

| University | Study period (from -to) | Title of the Degree/Diploma | Principal subject | Class Obtained | Year | Annex |
|------------|-------------------------|-----------------------------|-------------------|----------------|------|-------|
| | | | | | | |

14. Details of Professional Qualifications (please annex copies of certificates):

| Name & address of the Professional body | Field of the professional study /training | Title of the Professional qualification | Study period (from -to) | Year of award | Annex |
|---|---|---|-------------------------|---------------|-------|
| | | | | | |

15. Details of employment: Start from the current or most recent one (Please annex` the copies of certificates).

| Period | Organization | Position | Nature of duties | Reason for leaving | Annex |
|--------|--------------|----------|------------------|--------------------|-------|
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16. Details of academic distinctions such as Scholarships Prizes, Gold Medals etc, received during the career /professional training:

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17. Details of research and publications (If the space provided is insufficient attach a separate sheet):

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18. 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):

| Languages | Reading | Writing | Conversation |
|------------------|---------|---------|--------------|
| Sinhala | | | |
| Tamil | | | |
| English | | | |
| Others (Specify) | | | |

A - Fully competent

B - Moderately competent

C - Can Manage with difficulty

D- Not competent

19. Secondary Educations:

| Period | School | Examinations passed |
|--------|--------|---------------------|
| | | |

20. Extra- Curricular activities: Give details

School Level

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University Level

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National Level

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21. Details of any outstanding obligations by way of bonds and Agreements to present/previous appointments

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22. Any other information that you consider as supportive of your application:

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23. Names positions and Addresses of two non – related referees:

| | |
|---------|----------|
| I | II |
| | |
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| | |

24. Declaration by the applicant:

I certify that the information furnished in this application is true and correct to the best of my knowledge. I am aware that if any information contained in this application is found to be incorrect, after being selected, my appointment is liable to be cancelled without any compensation.

.....
Date

.....
Signature

25. Observations of the present employer:

(Those in employment should forward their application through their present employer)

I recommend/ not recommend this application. The applicant will be released from his present employment, if he/ she is selected for this appointment *(Delete the inapplicable words)*

.....
Date

.....
Signature of the Head of the Institution
(Official Stamp to be affixed)