

**APPLICATION FORM FOR THE POST OF .....**

**UNIVERSITY COLLEGE OF RATMALANA**

POST APPLIED:							
NAME OF THE UNIVERSITY COLLAGE:							
01	Name in Full:						
02	Name with Initials:						
03	Permanent Address:						
04	Tel:			Mobile:			
	Fax:			Email:			
05	National Identity Card No:						
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						
	(i) G.C.E (O/L)						
	Name of School/College	Year	Subject	results	Subject	Results	
11	First Degree and Postgraduate Degree (s)						
	University/ Institution	Degrees	Class	Special or General Degree	Main Subject/Subjects	From – To	Effective date of the Degree

12	Professional Qualification					
	Institution	Examination passed		Specialization	Year of Passing	
13	Certificates (if any)					
	Course/Certificate	Field		Name of the institution/University	Year	
14	Any other Academic Distinctions Scholarships, Medals, Prizes, etc. (indicate the institution form which such awards have been obtained)					
15	Research & Publications, if any (if space is insufficient, please use separate sheet of same size)					
16	Current Employment Record					
	Post	Designation	Institution	Brief Description of Duties	Time Period	
					From	To

17	Previous working Experience (starting with present position and continue in reverse order )								
	Post	Designation	Institution	Brief Description of Duties			Time Period		
							From	To	
18	Proficiency in Languages (Please Mark '√' in the relevant cage )								
	Written				Spoken				
	Language	Very good	Good	Satisfactory	Week	Very good	Good	Satisfactory	Week
	Sinhala								
	Tamil								
	English								
	Other								
19	Computing & Information Technology								
	Qualification		Institution	Skills gained			Year		
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) to whom reference can be made</p> <p>Name <span style="margin-left: 200px;">Address</span></p>
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>Signature of Applicant <span style="margin-left: 200px;">Date</span></p>
28	For Public Sector Candidates
	<p>Application for the post of .....submitted by.....</p> <p>.....is forwarded herewith. If he /she is selected for the said post he/she can/cannot be released.</p> <p>Date: <span style="margin-left: 200px;">Signature of the Head of the Institution</span></p> <p>(Please place official seal of the Head of Institution)</p>
	<b>Note</b>
(i)	If the Sheets above are not sufficient, please use extra sheets, wherever necessary.
(ii)	Mention the list of documents attached along with the form.
(a)	
(b)	
(c)	
(d)	
(iii)	Please mark with “---“ in the relevant cage, if you do not have something to mention.