

THE OPEN UNIVERSITY OF SRI LANKA
FORM OF APPLICATION

POST:	DIVISION:	CENTRE :
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(Indicate the name of the post as given in the advertisement)

01. (a) Name with initials :

(b) Names denoted by initials :

02. Whether Rev/Mr/Mrs/Miss :

03. (a) Postal Address :

(Any change should be communicated immediately)

(b) Tel. No : Res. Off.

Fax No :

E-mail :

04. (a) Date of Birth :

(b) Age as at the closing date of applications :

05. Civil Status :

06. Whether Citizen of Sri Lanka :

(State whether by descent or by registration) if by registration give reference number & date of certificate of citizenship

07. Education - School Attended :	<u>From</u>	<u>To</u>
(1)		
(2)		
(3)		
(4)		
(5)		

Contd.../2

08. University Education: Copies should be attached

Degrees/Diploma	Class	University	Effective Date	Duration
1.				
2.				
3.				
4.				
5.				

09. Professional Qualifications:

Institution	Qualifications obtained	Effective Date	Duration
1.			
2.			
3.			
4.			
5.			

10. Postgraduate Qualifications:

Postgraduate Degree/ Diploma	University	By Course or By Research	Effective Date	Duration (Prescribed period of Registration)
1.				
2.				
3.				
4.				
5.				

Contd... /3

11. Any other academic :
distinctions, scholarships,
medals, prizes etc.
(Indicate the Institution
from which such awards have
been obtained)

12. Research & Publications if :
any (If space is
insufficient, please use
separate sheet of same size)

13. State under which category :
you are eligible to apply

14. Highest examination passed
in Sinhala/Tamil

15. (a) Present occupation :

(b) Date of Appointment :

(c) Salary drawn :
(State whether basic or
consolidated)

(d) Name of Employer/ :
Institution & Address

(e) Previous appointments :
if any with dates

16. Extra Curricular activities :

Contd .../4

17. Any further relevant :
particulars
(Not included above)

18. Name of two persons (with addresses to who reference can be made)

<u>Name</u>	<u>Address</u>
1.
2.

I do hereby certify that 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 by the Head of the institution:

I recommended the above application and agree to release the applicant in case he is selected for the post applied for

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Signature of the Head of Institution

DECLARATION FORM

Every applicant should fill this form

- 1. Post applied for :
at the Open
University
- 2. Full Name :
.....
- 3. Address :
.....
- 4. Designation :
.....
- 5. Name of Employer :
.....
- 6. Address :
.....
- 7. Reasons for :
leaving previous
service

Name of Employer	Designation	Duration	Reasons for leaving whether terminated/ dismissed/ vacated/ retired/ resigned/ released on secondment
1.			
2.			
3.			
4.			
5.			

8. Have you entered in to a Bond/ Agreement with any of your previous employer/s for Training/Study Programme:

- i Nature of Training/ Study programme :
- ii. Obligatory Period :
- iii. Date of Commencement of obligatory period :
- iv. Date of expiry of obligatory period :
- v. Monetary value of the Bond :

I declare that the above information is true to the best of my knowledge.

Date :

Signature of Applicant

Observations of the Head of the Institution.

- N.B.** 1. Written answers should be provided in each section. Leave no section unanswered. If any section is not applicable please write word "inapplicable."
2. If the space provided under each section is inadequate, you are free to use additional paper and place your signature and date on each such additional paper.
3. Copies of Educational Certificates/ Training Programs/ Experience should be annexed with the application.