

UNIVERSITY OF JAFFNA, SRI LANKA FORM OF APPLICATION

*Form No :*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **POST :**  **DEPARTMENT / DISCIPLINE:**  *(Indicate the name of the post as given in the advertisement)* | | | | | | | |
| **1.** Name in Full : | | |  | | | | |
| **2.** Whether Rev./ Prof./ Dr./ Mr./ Mrs./ Miss. | | |  | | | | |
| **3.** (a) Postal address :  (Any changes should be communicated immediately)  (b) Contact Telephone No : Fax :  e-mail address : | | |  | | | | |
| **4.** (a) Date of Birth: | | |  | | | | |
| **5.** National Identity Card No: | | |  | | | | |
| **6.** Civil Status : | | | Single / Married | | | | |
| **7.** Gender : | | | Male/ Female | | | | |
| **8.** State whether citizen of Sri Lanka  State whether by Descent or Registration)  If by registration, give reference No & date of certificate of citizenship: | | |  | | | | |
| **9.** Education -Schools attached:  **From To**  1.  2.  3. | | | | | | | |
| **10.** Qualifications -  ***(All qualifications to be considered should be indicated in the application)***  ***(Copies of Educational, Professional and All other Relevant Certificates/Transcripts should be attached)*** | | | | | | | |
| **10.(a) University Education** | | | | | | | |
| **University and**  **Registration No.** | **Degree/ Diploma etc.** | **\*\*Subject/s offered** | | **Duration with dates** | **Class** | **GPA** | **Effective date** |
| 1. |  |  | |  |  |  |  |
| 2. |  |  | |  |  |  |  |

**\*\*** If the degree is a special degree, please indicate only the subject in which specialized.

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| **10.(b) Postgraduate Education** | | | | | | | | | | | | | | |
| **Postgraduate Degree/ Diploma etc. and University & Registration No.** | **Field of Study** | | **Whether Full time or Part time** | | **Whether by Course work / Course with Research component / By Research** | | | **Class/ Grade/ GPA** | | | **Durations with dates and**  **No. of Academic**  **years** | | **Effective date** | |
| 1. |  | |  | |  | | |  | | |  | |  | |
| 2. |  | |  | |  | | |  | | |  | |  | |
| 3. |  | |  | |  | | |  | | |  | |  | |
| **10.(c) Professional /Special Qualifications** | | | | | | | | | | | | | | |
| **Institution** | **Qualifications obtained** | | | **Duration with dates** | | | | | **Effective date** | | | | | |
| 1. |  | | |  | | | | |  | | | | | |
| 2. |  | | |  | | | | |  | | | | | |
| 3. |  | | |  | | | | |  | | | | | |
| **11.** Any other Academic Distinctions, Scholarships, Medals, Prizes etc.  *(Indicate the Institution from which such awards have been obtained)* | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | |
| **12.** Research & Publications if any:  The name of the Journal in which the Publications has been made and the date of the Journal should be mentioned. ***(If space is insufficient, Please use separate sheet of same size)***  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | | | | | | |
| **13.** Higher Examination passed in Tamil / Sinhala. | | | | | | |  | | | | | | | |
| 1. ***The service certificates should be attached in order to prove the service experience)***    1. **Present Occupation**       1. Designation :       2. Date of Appointment to such post :       3. Place of work with address :       4. Whether confirmed in the post :       5. Nature of Appointment: Permanent / Contract / Temporary / Casual / …………………..       6. Salary scale :          1. Basic Salary :          2. Allowance : | | | | | | | | | | | | | |
| (b)**Previous appointments if any, with dates**  ***(If space is insufficient, Please use separate sheet of same size)*** | | | | | | | | | | | | | |
| **Post** | | **Department/Institution** | | | | | | | | **From** | | **To** | |
| 1. | |  | | | | | | | |  | |  | |
| 2. | |  | | | | | | | |  | |  | |
| 3. | |  | | | | | | | |  | |  | |
| (c) If you are retired from Government Service, give date of retirement, the last salary drawn and the pension. | | | | | |  | | | | | | | |
| (d)If your services in a Government  Department, Higher Education or a Corporation were terminated, give reasons. | | | | | |  | | | | | | | |
| ***15.*** Extra-Curricular activities. ***(University, National & International level) (If space is insufficient, Please use separate sheet of same size)*** | | | | | | | | | | | | | |
| **16.** Any further relevant particulars. (Not included above) | | | | | | | | | | | | | |
| **17.** Name of two non-related referees with address & contact no.  **Name & Address E-mail Address and Contact No.**  1. ……………………………………………… ……………………………………………  ………………………………………………… ……………………………………………  *………………………………………………… ……………………………………………*  2. ……………………………………………… ……………………………………………  ………………………………………………… ……………………………………………  *………………………………………………… ……………………………………………* | | | | | | | | | | | | | |
| I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware if any of the 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** | | | | | | | | | | | | | |
| **18.** If the applicant is an employee in a Government / Corporation or Statuary Board this section should be filled by such Head of the Department / Institution.  The applicant will / will not be released, if selected for appointment.  ……………………………………  Head of Institution  (Official Rubber Stamp)  Name : …………………………………………………………  Designation : ………………………………………………  Date : …………………………………………………….. | | | | | | | | | | | | | |