



**UNIVERSITY OF JAFFNA, SRI LANKA  
FORM OF APPLICATION**

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

\* If you were registered as a student in University under any other name please indicate such name within brackets.

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

<b>10.(b) Postgraduate Education</b>						
<b>Postgraduate Degree/ Diploma etc. and University &amp; Registration No.</b>	<b>Field of Study</b>	<b>Whether Full time or Part time</b>	<b>Whether by Course work / Course with Research component / By Research</b>	<b>Class/ Grade/ GPA</b>	<b>Durations with dates and No. of Academic years</b>	<b>Effective date</b>
1.						
2.						
3.						
<b>10.(c) Professional /Special Qualifications</b>						
<b>Institution</b>	<b>Qualifications obtained</b>	<b>Duration with dates</b>		<b>Effective date</b>		
1.						
2.						
3.						
<b>11. Any other Academic Distinctions, Scholarships, Medals, Prizes etc.</b> <i>(Indicate the Institution from which such awards have been obtained)</i>						
1.						
2.						
3.						
<b>12. Research &amp; Publications if any:</b> The name of the Journal in which the Publications has been made and the date of the Journal should be mentioned. <i>(If space is insufficient, Please use separate sheet of same size)</i>						
<b>13. Higher Examination passed in Tamil / Sinhala.</b>						

**14. (The service certificates should be attached in order to prove the service experience. The appointment letters will not be considered for service experience.)**

**a) Present Occupation**

- i. Designation :
- ii. Date of Appointment to such post :
- iii. Place of work with address :
- iv. Whether confirmed in the post :
- v. Nature of Appointment: Permanent / Contract / Temporary / Casual / .....
- vi. Salary scale :
  - a. Basic Salary :
  - b. 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 or a Corporation were terminated, give reasons.

**15. Extra Curricular activities.  
(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**

**Postal & 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 : .....

*If the application form downloaded from the University website, the paid Bank Slip for the deposit of a sum of Rs.100/- credited to the Peoples Bank Account No: 162-1-001-6-0000880 of Bursar, University of Jaffna should be attached here.*