



UNIVERSITY OF JAFFNA, SRI LANKA.

Ref:.....

APPLICATION FOR THE POST OF

1. Personal Information

1.1 Full Name

1.2 Name with Initial/s

(Whether Mr./Mrs./Miss.)

1.3 a) Address

i. Permanent

ii. Private

b. Telephone Number (i) Land (ii) Mobil

c. Fax Number (if, any)

d. Email Address (if, any)

1.4 Date of birth 1.5 Age

1.6 Sex 1.7 Civil Status

1.8 National Identity card No

2. Educational Record

2.1

School attended	From	To	Last Class passed

2.2 a) G.C.E (O/L) Examinations (Attached copy of Certificates)

NO	Subjects	Grade & Year	
		1 st sitting Yr	2 nd sitting Yr
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2.2 b) G.C.E (A/L) Examinations (Attached copy of Certificates)

No	Subjects	Grade & Year	
		1 st sitting Yr	2 nd sitting Yr
1			
2			
3			
4			

2.3

a) Any other Educational Qualification (University Education - Degrees, Diploma, Etc)

Professionals Qualification (Computer, Finance.....etc) (Attach copies of relevant document)

Course Detail (Name of Institute, Name of Course)	From	To	Course followed (with subjects)	Date of final Examination(Give class or grade)

b) Higher examination passed in Sinhala / English

i) Sinhala :..... ii) English :.....

3. Working Experience

3.1.

a) Present occupation :

i) Designation :

ii) Date of appointment to such post:

iii) Whether confirmed in the present post:

iv) Department :

v) Salary scale:

vi) Present salary a) Basic :

b) Allowance:

vii) Please state whether increments have been earned annually for 03 years immediately before the closing date for applications:

b) All previous appointment including those under training, if any, with dates :

Institution/Department	Post	From	To	Salary Scale	Job Description/ Designation

3.2. Where a period of experience is a requirement for the post applied, state period of such experience? (Attach copies of experience letters)

i)

ii)

iii)

4. Extra-Curricular Activities

5. Other relevant Particulars

I do hereby certify that all particulars stated by me in this application are true and accurate. I am aware that if any of the particulars are found to be false or inaccurate prior to my selection, my application will be rejected from and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from service without compensation.

Date :

.....

Signature of applicant

TO BE COMPLETED BY THE PRESENT EMPLOYER

Applicant can/ cannot be released, if selected for appointment.

Any Special Comments:

.....
Signature of the Head of the Department

Recommendation of the Dean.

.....
Signature of the Dean

Registrar,
University of Jaffna.

I hereby certify that the applicant is a permanent employee of this Institution and particulars given overleaf are correct according to his/her personal file.

.....
Date

.....
Signature of Secretary, UGC/
Registrar of Universities/ Deputy Registrar/
Senior Assistant Registrar of Institutions/ Campuses