



**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>(b) Contact Telephone No :</b>						
Fax :						
e-mail address :						
<b>4. (a) Date of Birth:</b>						
<b>(b) Age at the closing date of Application:</b>						
<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>						
			<b>From</b>			
			<b>To</b>			
1.						
2.						
3.						
<b>10. Qualifications -</b>						
<i>(All qualifications to be considered should be indicated in the application)</i>						
<i><b>(Copies of Educational, Professional and All other Relevant Certificates/Transcripts should be attached)</b></i>						
<b>10.(a) University Education</b>						
<b>University and Registration No.</b>	<b>Degree/ Diploma etc.</b>	<b>**Subject/s offered</b>	<b>Duration with dates</b>	<b>Class</b>	<b>GPA</b>	<b>Effective date</b>
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.



**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, 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.

**Please Note that:-**

Submitting of two non-related referees reports are compulsory. You can send referees reports either along with the application under sealed envelop

**or**

Referees may requested to send referees reports directly addressed to the Vice-Chancellor of this University indicating "Name of the applicant, post applied & the Department" at the top left hand corner of the envelope.

**Name & Address**

**E-mail Address and Contact No.**

1. ....

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2. ....

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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 : .....

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**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.

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Head of Institution

(Official Rubber Stamp)

Name : .....

Designation : .....

Date : .....

*The paid Bank Slip for the deposit of a sum of Rs.100/- credited to the Peoples in favour of **University of Jaffna Collection Account Number: 970000090000387** of Bursar, University of Jaffna should be attached with the application form.*