



Ref:.....

UNIVERSITY OF JAFFNA
Walk in Interview
(Temporary Management Assistant-Graduates)

1. Personal Information

1.1 Full Name
1.2 Name with Initial /s
(Whether Mr./Mrs./Miss.)
1.3 a) Address
i. Postal
b. Telephone Number (i) Land (ii) Mobile
c. Fax Number
d. Email Address
1.4 Date of Birth 1.5 Age
1.6 Sex 1.7 Civil Status
1.8 National Identity Card No

2. Educational Records

2.1 G.C.E (O/L) Examinations

Table with 4 columns: NO, Subjects, 1st sitting Yr, 2nd sitting Yr, 3rd sitting Yr. Rows 1-10.

2.2 G.C.E (A/L) Examinations

Table with 4 columns: No, Subjects, 1st sitting Yr, 2nd sitting Yr, 3rd sitting Yr. Rows 1-3.

2.3 Degree Detail(Certified copies of the certificates should be attached)

Table with 2 columns: Faculty, Name of the degree, Completion date (effective date of the degree), G.P.A, Subject specialized.

3. Previous experience

No	Post / Designation	Place of Works with Address	Job Description	Salary
1				
2				

4. Extra-Curricular Activities

1.
2.
3.
4.
5.

5. Other Relevant Particulars

1.
2.
3.
4.
5.

Name and address of two referees:

		Referee 1	Referee 2
1	Name		
2	Address		
3	Post / Institute		
4	Tel No.		
6	E-Mail		

Date:

.....
Signature of Applicant