

**Application for the Post of Course Assistant – Diploma in English**

**Personal Details**

1. Full Name (As per National Identity Card/ Passport):  
.....
2. Date of Birth: ..... 3. Age: .....
4. Gender:  Male  Female                      5. NIC No. / Passport No.: .....
6. Contact Information
  - Permanent Address: .....
  - Correspondence Address (if different): .....
  - Phone Number: ..... - Email Address: .....

**Educational Qualifications**

1. O/L Examination
  - Year of Completion: .....
  - English Grade: .....
2. Diploma/Certificate in Information and Communication Technology (ICT)
  - Qualification: .....
  - Institution: .....
  - Year of Completion: .....
3. Other Relevant Qualifications (e.g., English Proficiency, Computer Literacy, etc.)
  - Qualification: .....
  - Institution: .....
  - Year of Completion: .....

**Work Experience (If applicable)**

1. Job Title: .....
2. Institution: .....
3. Duration of Employment: .....
4. Key Responsibilities: .....  
.....

## Other Skills and Competencies

Please describe any skills relevant to the position (e.g., English proficiency, office management, secretariat experience, computer skills, etc).

.....  
.....  
.....  
.....

## References

### 1. Reference 1

- Name: .....
- Designation/Position: .....
- Organization: .....
- Contact Number: .....
- Email Address: .....

### 2. Reference 2

- Designation/Position: .....
- Organization: .....
- Contact Number: .....
- Email Address: .....

## Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission may lead to disqualification from the selection process.

Signature of Applicant:

Date:

.....

.....

## Instructions:

- Please ensure that all fields are filled completely.
- Attach a self-made curriculum vitae (CV) along with scanned certified copies of your educational and professional qualifications.
- Submit your application as a single PDF document via email to ***dipeng@wyb.ac.lk*** on or before 29.11.2024.

For more details, visit the Wayamba University official website: <https://www.wyb.ac.lk>