



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

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

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

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.

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2.

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.....
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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 :

.....

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 (Ref No): 970000090000387 of Bursar, University of Jaffna should be attached here.