UNIVERSITY OF VAVUNIYA, SRI LANKA
FORM OF APPLICATION
Non Academic Positions (Internal)

Post applying for: ……

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1. Personal Information

1.1 Full Name ……

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1.2 Name with Initial /s ……
(Whether Mr./Mrs./Miss.)

1.3 a) Address

i. Postal ……

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ii. Private ……

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b) Telephone Number (i) Land …… (ii) Mobile ……

c) Email Address (if, any) ……

1.4 Date of birth …… 1.5 Age as at closing date of the application …… (YY/MM/DD)

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

2.2a) G.C.E (O/L) Examinations **(Attached certified copy of Certificate)**

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

2.2 b) G.C.E (A/L) Examinations (**Attached certified copy of Certificate)**

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

2.3

a) Any other Educational Qualification (University and Higher Education – Degrees, Diploma, Etc.)
(Attached certified copy of Certificate)

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

b) Professional Qualifications (Details with dates of obtaining such qualification)

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c) Achievements in Sports/ Extra Curricular/ Social Service Activities:

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d) Any other Qualification/ICT Competency:

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e) Higher examination passed in Tamil / Sinhala / English

i) Tamil:…… ii) Sinhala:……

iii) English :……

f) Medium in Which you wish to sit the Examination (Sinhala/ Tamil/ English):……

3. Working Experience (If any):

3.1

a) Present occupation (if applicable)

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 copy of experience letters)**

i) ……

ii) ……

iii) ……

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

Recommendation of the Head of the Department

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Signature of the Head of the Department

Recommendation of the Dean.

……

Signature of the Dean

Registrar,
University of Vavuniya.

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

…….
Date

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