**APPLICATION FORM FOR THE POST OF**

**UNIVERSITY COLLEGE RATMALANA**

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| POST APPLIED:  |
| NAME OF THE UNIVERSITY COLLAGE: |
|  |  |
| 01 | Name in Full:  |
| 02 | Name with Initials:  |
| 03 | Permanent Address:  |
|  |  |
| 04 | Tel: Mobile:  |
|  | Fax: Email:  |
| 05 | National Identity Card No: |
|  |  |  |  |  |  |  |  |  |  |  |
| 06 | D ate of Birth: Year: Month: Date:  |
| 07 | Age as at closing date of Applications: Years: Months: Date:  |
| 08 | Civil Status:  |
| 09 | Citizenship:  |
| 10 | Details of Secondary Education |
|  | (i) G.C.E (O/L) |
|  | Name of School/ College | Year | Subject | results | Subject | Results |
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|  | (ii) G.C.E. (A/L) |
|  | Name of School/ College | Year | Subject | results | Subject | Results |
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|  |  |  |  |
| 11 |  First Degree and Postgraduate Degree (s) |
|  | University/Institution | Degrees | Class | Special orGeneral Degree | Main Subject/Subjects | From – To | Effective date of the Degree |
|  |  |  |  |  |  |  |  |
| 12 | Professional Qualifications |
|  | Institution | Examination passed | Specialization | Year of Passing (the final examination) |
|  |  |  |  |  |
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| 13 | Other Qualifications (if any) |
|  | Course/Certificate | Field | Name of the institution/University | Year |
|  |  |  |  |  |
| 14 | Any other Academic DistinctionsScholarships, Medals, Prizes, etc.(indicate the institution from which such awards have been obtained)  |  |
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|  |
| 15 | Research & Publications, if any (if spaceis insufficient, please use separate sheet of same size)  |  |
|  |
|  |
| 16 | Current Employment Record |
|  | Post | Designation | Institution | Brief Description of Duties | Time Period |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 17 | Previous working Experience (starting with present position and continue in reverse order ) |
|  | Post | Designation | Institution | Brief Description of Duties | Time Period |
| From | To |
|  |  |  |  |  |  |  |
| 18 | Proficiency in Languages (Please Mark ‘√’ in the relevant cage ) |
|  | Written | Spoken |
|  | Language | Very good | Good | Satisfactory  | Weak | Very good | Good  | Satisfactory | Weak |
|  | Sinhala |  |  |  |  |  |  |  |  |
|  | Tamil |  |  |  |  |  |  |  |  |
|  | English |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
| 19 | Computing & Information Technology |
|  | Qualification | Institution | Skills gained | Year |
|  |  |  |  |  |
|  |  |  |  |  |
| 20 | Leadership/management experience |  |
| 21 | Extra Curricular activities |  |
| 22 | Special Skills |  |
| 23 | Creativity (including patents) |  |
| 24 | Are you under any obligatory National Service (If yes, specify):  |
| 25 | If selected, what is the earliest date that you can assume duties:  |
| 26 | Names of two persons (with addresses) to whom reference can be madeName Address |
| 27 | I hereby declare that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars herein are found to be false or incorrect, I am liable to be disqualified I am liable to the dismissal without any compensation if the inaccuracy is discovered after the appointment.…………………………………………………………… ………………………………………….Signature of Applicant Date |
| 28 | For Public Sector Candidates |
|  | Application for the Post of ……………………………………………………..submitted by…………………………………..……………..is forwarded herewith. If he /she is selected for the said Post he/she can/cannot bereleased.  ………………………………… Signature of the HeadDate: of the Institution(Please place official seal of the Head of Institution) |
|  | **Note** |
| (i) | If the Sheets above are not sufficient, please use extra sheets, wherever necessary.  |
| (ii) | Mention the list of documents attached along with the form. |
|  | (a) |
|  | (b) |
|  | (c) |
|  | (d)  |
| (iii) | Please mark with “---“ in the relevant cage, if you do not have something to mention. |