**APPLICATION FORM FOR THE POST OF**

**UNIVERSITY COLLEGE RATMALANA**

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| POST APPLIED: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME OF THE UNIVERSITY COLLAGE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 01 | Name in Full: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02 | Name with Initials: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | Permanent Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 04 | Tel: Mobile: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Fax: Email: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 | National Identity Card No: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 or  General Degree | | | | | | | Main Subject/Subjects | | | | | | From – To | | | Effective date of the Degree | | |
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| 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 | | | | |
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| 14 | Any other Academic Distinctions  Scholarships, Medals, Prizes, etc.  (indicate the institution from which such  awards have been obtained) | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
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| 15 | Research & Publications, if any (if space  is insufficient, please use separate sheet  of same size) | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
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| 16 | Current Employment Record | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Post | | | | | Designation | | | | | | Institution | | | | | | | Brief Description of Duties | | | | | | | | | Time Period | | | | | | | |
| From | | | | To | | | |
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| 17 | Previous working Experience (starting with present position and continue in reverse order ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Post | | | | | Designation | | | | | | Institution | | | | | | | Brief Description of Duties | | | | | | | | | Time Period | | | | | | | |
| From | | | | To | | | |
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| 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 | | | | | | |
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| 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 made  Name 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 be  released.    …………………………………  Signature of the Head  Date: 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |