

APPLICATION FORM FOR UNIVERSITY COLLEGE OF RATMALANA

POST:						
NAME OF THE UNIVERSITY COLLEGE:						
01	Name in Full :					
02	Name with Initials :					
03	Permanent Address :					
04	Tel :		Mobile :			
	Fax :		E-mail :			
05	National Identity Card No :					
06	Date of Birth :		Year :	Month:	Day:	
07	Age as at closing date of Applications :		Years :	Months:	Days:	
08	Civil Status :					
09	Citizenship :					
10	Details of Secondary Education					
(i) G.C.E (O/L)						
	Name of School/ College	Year	Subjects	Results	Subjects	Results
(ii) G.C.E. (A/L)						
	Name of School/ College	Year	Subjects	Results	Subjects	Results

11	Higher Educational Qualifications [First Degree and Postgraduate Degree (s)]						
University / Institution	Degree	Class	Special or General Degree	Main Subject/ Subjects	From-To	Effective date of Degree	

12	Professional Qualifications / Chartered Corporate Memberships etc.			
University/ Institution	Examination passed	Specialization		Year of Passing

13	Certificates (if any)			
Course/Certificate	Field	Name of the Institution/ University		Year

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)	
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16	Current Employment Records					
Post	Designation	Institution	Brief Description of Duties	Time Period		
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

17	Previous working Experience (Starting with present position and continue in reverse order)								
	Post	Designation	Institution	Brief Description of Duties	Time Period				
					From (dd/mm/yyyy)	To (dd/mm/yyyy)			
18	Proficiency in Languages (Please Mark '✓' in the relevant cage)								
		Written			Spoken				
	Language	Very Good	Good	Satisfactory	Week	Very Good	Good	Satisfactory	Week
	Sinhala								
	Tamil								
	English								
	Other								
19	Computing & Information Technology								
	Qualification		Institution		year	Skills gained			
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	<p>Names of two persons (with addresses and contact numbers) to whom reference can be made:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;">Address</td> </tr> <tr> <td colspan="2" style="text-align: center;">1.</td> </tr> <tr> <td>Tel. No:</td> <td>Fax:</td> </tr> <tr> <td>E-mail:</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">2.</td> </tr> <tr> <td>Tel. No:</td> <td>Fax:</td> </tr> <tr> <td>E-mail:</td> <td></td> </tr> </table>	Name	Address	1.		Tel. No:	Fax:	E-mail:		2.		Tel. No:	Fax:	E-mail:	
Name	Address														
1.															
Tel. No:	Fax:														
E-mail:															
2.															
Tel. No:	Fax:														
E-mail:															
27	<p>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 disqualification if the inaccuracy is discovered before the selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.</p> <p style="text-align: center;">Signature of the Applicant Date</p>														
28	For Public / Corporate Sector Candidates														
	<p>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.</p> <p>Date:</p> <p style="text-align: right;">Signature of the Head of Institution <i>(Please place official seal of the Head of Institution)</i></p>														
	Note														
(i)	If the sheets above are not sufficient, please use extra sheets, when & where necessary.														
(ii)	Indicate the list of documents attached along with the application form.														
	(a)														
	(b)														
	(c)														
(iii)	Please mark with “---” in the relevant cage, if you do not have something to mention.														