Form No :

UNIVERSITY OF JAFFNA, SRI LANKA
FORM OF APPLICATION

POST :

DEPARTMENT / DISCIPLINE :

(Indicate the name of the post and the Department/Discipline as given in the advertisement)

1. Name in Full : *****(See note below)*	
2. Whether Rev./ Prof./ Dr./ Mr./ Mrs./ Miss.	
3. (a) Postal address : (Any changes should be communicated immediately) (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 -

(All qualifications to be considered should be indicated in the application)

(<u>Copies</u> of Educational, Professional and All other Relevant Certificates should be attached herewith)

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.
(Indicate the Institution from which such awards have been obtained)

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. ***(If space is insufficient, Please use separate sheet of same size)***

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. ……	……
	……
	……
2. ……	……
	……
	……

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.1000/- credited to the People's Bank Account No. (Reference No.): 3267501300900381, of the Bursar, University of Jaffna should be attached to the application. (For detailed payment guidelines, please click here).