**APPLICATION FORM**

**UNIVERSITY COLLEGE OF MATARA**

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| Post applied for: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01 | Name in Full: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02 | Name with Initials: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | Permanent Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 04 | Tel (Residence): Mobiles: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Fax: Email: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 | National Identity Card No: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 06 | Date of Birth: Year: Month: Day: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07 | Age as at 10.05.2023: Years: Months: Days: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08 | Civil Status: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 | Citizenship: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Details of Secondary Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (i) G.C.E (O/L) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name of School/College | | | | | | | | Year | | | | | | Subject | | | | | | | | | | | result | | | | | Subject | | | | Result | |
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|  | (ii) G.C.E. (A/L) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name of School/College | | | | | | | | Year | | | | | | Subject | | | | | | | | | | | result | | | | | Subject | | | | Result | |
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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 | | | | |
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| 13 | Any other Certificates (if any) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Course/Certificate | | | | | | Field | | | | | | | | | | | | | | | Name of the institution/University | | | | | | | | | | Year | | | | |
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| 14 | Any other Academic Distinctions  Scholarships, Medals, Prizes, awards etc.  (Indicate the institution from which such  awards have been obtained) | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
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| 15 | Research & Publications (if any)  (If the space is insufficient, please use a separate sheet of same size) | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
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| 16 | Current Employment Records | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 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 disqualification if the inaccuracy is discovered before the selection and 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Notes:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | (d) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iii. | Please draw a straight line in the relevant cage, if you do not have something to mention. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |