**APPLICATION FORM**

**UNIVERSITY COLLEGE OF MATARA**

|  |
| --- |
| Post applied for:  |
| 01 | Name in Full:  |
| 02 | Name with Initials:  |
| 03 | Permanent Address:  |
|  |  |
| 04 | Tel (Residence): Mobiles:  |
|  | Fax: Email:  |
| 05 | National Identity Card No: |
|  |  |  |  |  |  |  |  |  |  |  |
| 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | (ii) G.C.E. (A/L) |
|  | Name of School/College | Year | Subject | result | Subject | Result |
|  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 13 | Any other Certificates (if any) |
|  | Course/Certificate | Field | Name of the institution/University | Year |
|  |  |  |  |  |
| 14 | Any other Academic DistinctionsScholarships, Medals, Prizes, awards etc.(Indicate the institution from which such awards have been obtained)  |  |
|  |
|  |
|  |
| 15 | Research & Publications (if any) (If the space is insufficient, please use a separate sheet of same size)  |  |
|  |
|  |
| 16 | Current Employment Records |
|  | 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 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 HeadDate: 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) |
|  | (c) |
|  | (d)  |
| iii. | Please draw a straight line in the relevant cage, if you do not have something to mention. |