|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNIVERSITY OF RUHUNA**  **FORM OF APPLICATION – FACULTY OF MANAGEMENT AND FINANCE** | | | | | | | | | | | | | | | | | | | | | | |
|  | Post | | | | | |  | | |  | | Department | | | | | | | | |  | |
| 1. | Full Name of the Applicant  Name with initials  Identity Card Number | | | | | | | | | | | | | | | | | | | | | |
| 2. | i. Sex | | | | | |  | | |  | ii. Civil status | | | | | | | |  | | | |
|  | Reverend | | | |  | | | | |  | Married | | | | | | | |  | | | |
|  | Male | | | |  | | | | |  | Unmarried | | | | | | | |  | | | |
|  | Demale | | | |  | | | | |  |  | | | | | | | |  | | | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
| 3. | Present Postal Address | | | | | |  | | | Telephone No. | | | | | | | | | | |  | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
|  | E mail | | | | | |  | | |  | | | |  | | | | | | |  | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
| 4. | Date of Birth | | | | | |  | | | Age at closing Date | | | | | | | | | | |  | |
|  | Year | Month | | | Date | |  | | | Year | | | | | Month | | | | | Date | | |
|  |  |  | | |  | |  | | |  | | | | |  | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Citizenship | | | | | |  | | |  | | | |  | | | | | | |  | |
|  | By Descent | | |  | | --- | |  | | | | | | | By Registration | | | | | | | |  | | --- | |  | | | | | | | |
|  |  | | | | | |  | | |  | | | |  | | | | | | |  | |
| 6. | Education Schools attended   |  |  |  | | --- | --- | --- | | Name of the School | From | To | |  |  |  | | | | | | | | | | | | | | | | | | | | | | |
| 7. | University Education   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of the University | From | To | Degree Course followed with subjects | Class or Grads | Effective date of the Degree | |  |  |  |  |  |  | | Postgraduate Degrees/ Diploma |  |  |  |  |  |   (please attach copies of degree certificates obtained) | | | | | | | | | | | | | | | | | | | | | |
| 8. | (i) Professional /Special Qualifications and Experience  (ii) Research and Publications | | | | | | | | | | | | | | | | | | | | | |
| 9. | Employment Record | | | | | |  | | |  | |  | | | | | | | | |  | |
|  | Post held | | | Institute | | | | From | | To | | Number of Months | | | | | Last Drawn Salary | | | | | |
|  |  | | |  | | | |  | |  | |  | | | | |  | | | | | |
|  |  | | | | |  | | | |  | |  | | | | | | | | |  | |
| 10. Present Occupation | | | | | |  | | | |  | |  | | | | | | | | |  | |
|  | Occupation | | | | Institute | | | From | | To | | Number of Months | | | | | | Last Drawn Salary | | | | |
|  |  | | | |  | | |  | |  | |  | | | | | |  | | | | |
| 11. Other Diplomas, Memberships, Fellowships etc. | | | | | | | | | | | | | | | | | | | | | | |
|  | Institute | | | | | Diploma etc. | | | | | | | Year | | | | | | | | |  |
|  |  | | | | |  | | | | | | |  | | | | | | | | |  |
|  |  | | | | |  | | | |  | | |  | | | | | | | | |  |
| 12. Professional Qualifications | | | | | | | | | | | | | | | | | | | | | | |
|  | Institute | | | | | From | | | | To | | Examinations, passed or Degrees etc. obtained | | | | | | | | | | |
|  |  | | | | |  | | | |  | |  | | | | | | | | | | |
|  |  | | | | |  | | | |  | |  | | | | | | | | |  | |
| 13.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Proficiency in Sinhala/Tamil/English | | | | | | | | | | Language | Ability to Work | | | No knowledge | Ability to Teach | | | No knowledge | | Very Good | Good | Fair | Very Good | Good | Fair |  | | Sinhala |  |  |  |  |  |  |  |  | | Tamil |  |  |  |  |  |  |  |  | | English |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | |
| 14. Referees | | | | | |  | | | |  | |  | | | | | | | | |  | |
|  | Name | | | | | Designation | | | | Address | | | | | | | | | | |  | |
|  | 1. | | | | |  | | | |  | |  | | | | | | | | |  | |
|  | 2. | | | | |  | | | |  | |  | | | | | | | | |  | |
|  | One of the referees should be either the Professor or a Senior Lecturer of the Department of study in which the applicant had his/her University education or the Head of the Institution in which the candidate works. | | | | | | | | | | | | | | | | | | | | | |
| 15. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of particulars are found to be false or inaccurate. I am liable to disqualified before selection and to be dismissed without any compensation, if the inaccuracy is detected after appointment.  …………………….. ………………………………………….  Date Signature of Applicant | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | |  | |  | | | | | | | | |  | |
|  | **For Public Service/ Corporations/ Statutory Boards Candidates only** | | | | | | | | | | | | | | | | | | | | | |
|  | 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 of the Institution | | | | | | | | | | | | | | | | | | | | | |
|  | Name | | | | | | | | | | | | | | | | | | | | | |
|  | Designation | | | | | | | | | | | | | | | | | | | | | |
|  | Date | | | | | | | | | | | | | | | | | | | | | |
|  | Seal | | | | | | | | | | | | | | | | | | | | | |
|  | (N.B. when applying for several posts, each post should be applied for separately) | | | | | | | | | | | | | | | | | | | | | |