



SABARAGAMUWA UNIVERSITY OF SRI LANKA

Application Form for the Non-Academic Staff

Application for the Post of

01. Name with initials (Mr/Mrs/Ms) :
02. Name denoted by initials
03. Permanent Address :
04. Temporary Address :
05. Telephone No :
06. E-mail Address :
07. Date of Birth :
08. NIC No :
09. Gender :
10. Civil Status:
11. Age as at closing date of application : year: month: date:
12. Nationality :
13. State whether citizen of Sri Lanka by Descent : Yes/No
If by Registration, give Registration No. _____

14. Education Qualification :
- a). G.C.E.(O/L) : (Please attach the copies of certificates)

| | 1st Attempt | | 2nd Attempt | |
|-----|-------------------|---------|-------------------|---------|
| | Year : | | Year : | |
| | Subjects passed : | Grade : | Subjects passed : | Grade : |
| 01. | | | | |
| 02. | | | | |
| 03. | | | | |
| 04. | | | | |
| 05. | | | | |
| 06. | | | | |
| 07. | | | | |
| 08. | | | | |
| 09. | | | | |
| 10. | | | | |

b) .G.C.E.(A/L) : (Please attach the copies of certificates)

| | 1 st Attempt | | 2 nd Attempt | | 3 rd Attempt | |
|-----|-------------------------|---------|-------------------------|---------|-------------------------|---------|
| | Year : | | Year : | | Year : | |
| | Subjects passed : | Grade : | Subjects passed : | Grade : | Subjects passed : | Grade : |
| 01. | | | | | | |
| 02. | | | | | | |
| 03. | | | | | | |
| 04. | | | | | | |

c). University Education(Degrees,Diploma,etc : (Please attach the copies of certificates)

| University/Higher Education Institute | Period | Course followed | Subjects | Class | Effective Date |
|---------------------------------------|--------|-----------------|----------|-------|----------------|
| | | | | | |

15. Professional Qualifications : (Please attach the copies of certificates)

| Institute & Address | Professional experience & qualifications | Year |
|---------------------|--|------|
| | | |
| | | |
| | | |
| | | |

16. Highest Examination passed in Sinhala/English :

Sinhala:

English :

17. Where a period of experience is a requirement for the post applied, state periods of such experiences: (Please attach the copies of certificates)

| Institution /Department | Post | Duration |
|-------------------------|------|----------|
| | | |
| | | |
| | | |

18. Competence in Typewriting/Competence in Short -hand: (if only applicable)

Typewriting: Medium: Speed (W.P.M) :

Short -hand: Medium: Speed (W.P.M) :

19. Present Occupation : (If applicable)

- (a) 01 Post :
- 02 Date of appointment to such post :
- 03 Whether confirmed in the present post :
- 04 Place of work :
- 05 Salary Scale of the Post :
- 06 Present Salary : (a) Basic :
- (b) Allowances:
- (b) Previous appointments including those under training, if any, with dates :

| Department/Institute | Post | Salary Scale | Period(From-To) |
|----------------------|------|--------------|-----------------|
| | | | |
| | | | |
| | | | |

20. Any other Particulars (If not enough this space, Please annex an attachment herewith)

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21. **Declaration of Applicants:**

I certify that all particulars sated by me in this application are true and correct, I am aware that if any particulars are found to be false or inaccurate prior to my selection, my application will be rejected and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from service without any compensation.

.....

Date

.....

Signature of applicant

NOTE : Applicants in the services of Government, Corporations or Statutory Boards should forward their applications through the head of the institution concerned.

22. **Forwarded:**

I certify that the particulars given in columns 01 to 21 of this application are correct according to the applicant's personal file. He/She could be released/ could not be released from this institution if selected for appointment.

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Date

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Signature of Head of the Dept/Institution

Rubber Stamp