



Ministry of Education  
University of Vocational Technology  
University College of Anuradhapura

Please affix a  
recent colour  
photograph.  
  
(2.5×2 cm)

Application Form

POST APPLIED FOR:								No. of Annex
Subject area and Department								
1. Name in full [Underline Surname] <i>[If registered as a student in this University under any other name, please indicate such name within brackets]</i>		Dr/Rev/Mr/Mrs/Ms.						
2. Postal Address <i>[Any change should be communicated immediately]</i>								
3. Contact Details: i. Telephone ii. Mobile iii. e-mail								
4. Date of Birth and Age <i>[Please attach copy of Birth Certificate]</i>								<input type="text"/>
5. National Identity Card No:								<input type="text"/>
6. Civil Status								
7. Whether a Citizen of Sri Lanka <i>[State whether by descent or by registration: if by registration, give reference number and date of certificate of citizenship]</i>								
8. Educational Qualifications								
8.1 School Education		Year		Result				
i.	G.C.E A/L							<input type="text"/>
ii.	G.C.E O/L							<input type="text"/>
iii.								<input type="text"/>
8.2 University Education- Undergraduate and Postgraduate								
	Name of the University	Degree/Diploma	Course Followed	Result Class	From	To	Effective Date	
i.								<input type="text"/>
ii.								
iii.								
iv.								

<b>9. Professional Qualifications</b>						
i.						
ii.						
iii.						
<b>10. Academic Distinctions, Scholarships, Medals, Prizes etc.</b> <i>[Indicate the institution from which such awards have been obtained- Please attach copies of all relevant certificates]</i>						
	<b>Award</b>			<b>Institution</b>		
1.						
2.						
3.						
4.						
<b>11. Proficiency of Languages</b> <i>[Indicate the institution from which such awards have been obtained-Please attach copies of all relevant certificates]</i>						
	<b>Language</b>			<b>Highest Examination passed</b>		
1.	Sinhala					
2.	Tamil					
3.	English					
4.	Other (Specify)					
<b>12. (a) Present Occupation and Salary Drawn</b>						
	<b>Institution</b>		<b>Occupation</b>		<b>Salary drawn</b>	
<b>13. (b) Previous Employments with Dates</b>						
	<b>Institution</b>	<b>Post</b>	<b>From</b>	<b>To</b>	<b>Reasons for leaving</b>	
1.						
2.						
3.						
4.						
5.						
6.						
<b>14. Administrative/ Financial/any other relevant Experience, if any</b>						

<b>15. Particulars of Bond Obligations to Higher Educational Institutions/ Institutes if any:</b>				
	<b>Institution</b>	<b>Obligatory service period</b>	<b>Bond amount due</b>	
1.				
2.				
3.				
4.				
<b>16. Commendations/ Punishments during your career</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes please provide details				
<b>17. Extra-Curricular Activities</b>				
<b>18. Any other relevant particulars [Not included above]</b>				
<b>19. Have you ever been convicted by a court of law?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes please provide details				
<b>20. Have you worked at University of Vocational Technology/ any of the University Colleges before?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
	<b>Post</b>	<b>From</b>	<b>To</b>	<b>Reasons for leaving</b>
01				
02				
03				

Any of your family member, friends or any other relative is currently working at University of Vocational Technology/ any of the University Colleges? Yes  No

	Name	Designation	Relationship
01			
02			
03			

**21. Names of two Non related referees**

	Name	Address
1.		
2.		

**22. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that any of these 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 the applicant

**Check List.** *[Please attach only the relevant documents to the post you applied]*

- |  |          |  |
|--|----------|--|
| 01. Duly Filled Application Form                                 |          | <input type="checkbox"/> (make a tick) |
| 02. Copy of the Birth Certificate                                | Annex No | <input type="checkbox"/>               |
| 03. Copy of the National Identity Card                           | Annex No | <input type="checkbox"/>               |
| 04. Copy of the Result Sheet of G. C. E. O/L                     | Annex No | <input type="text"/>                   |
| 05. Copy of the Result Sheet of G. C. E. A/L                     | Annex No | <input type="text"/>                   |
| 06. Copy of the Degree Certificate                               | Annex No | <input type="text"/>                   |
| 07. Copy of the Academic Transcript                              | Annex No | <input type="text"/>                   |
| 08. Copies of the Certificates of Post Graduate courses          | Annex No | <input type="text"/>                   |
| 09. Copies of the Certificate of the Professional Qualifications | Annex No | <input type="text"/>                   |
| 10. Copies of the Service Letters                                | Annex No | <input type="text"/>                   |
| 11. Total Number of Attachments                                  |          |  |

(If there are more than 1 documents to be attached to any category please annex as follows,  
 Eg: Three (03) Service Letters,  
 10 i, 10 ii, 10 iii)

**[TO BE COMPLETED BY THE HEAD OF THE INSTITUTE WHERE APPLICABLE]**

**Director/CEO,  
 University College of Anuradhapura.**

The application of Dr/Rev/Mrs/Mr/Ms..... is by forwarded  
 for consideration of the post of ..... Please note that if selected, action will  
 be taken to release him/ her from the service of .....

.....  
**Date**

.....  
**Signature of Head of the Institution  
 with the Official Stamp.**

## **Instructions to Applicants**

- 1. All applicants who are employed must submit their applications through Head of the Institution concerned. Please ensure that the Head of the Institution forwards the application on or before the closing date with his / her recommendation. Those who have not submitted their applications through proper channels will not be considered.**
  
- 2. If space provided in the application is not sufficient please provide information as additional attachments.**
  
- 3. Please keep your referees informed that the Authorities will contact them for confidential reports.**
  
- 4. Photocopies of certificates should be forwarded along with the application and original certificates should be submitted at the interview.**
  
- 5. For further clarifications/ information please contact the Assistant Registrar of University College of Anuradhapura.**
  
- 6. The post applied for should be clearly written on the top left-hand corner of the envelope.**