



University of Vocational Technology
University College of Anuradhapura



APPLICATION FORM FOR NON- ACADEMIC POSTS

POST:						
NAME OF THE UNIVERSITY COLLEGE:						
01	Full Name:					
02	Name with Initials:					
03	Permanent Address:					
04	Tel:			Mobile:		
	Fax:			E-mail:		
05	National Identity Card No:					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06	Date of Birth:		Year:	Month:	Day:	
07	Age as at Closing Date of Application:		Years:	Months:	Days:	
08	Marital Status:					
09	Citizenship:					
10	Details of Secondary Education:					
	(i) G.C.E (O/L)					
	Name of School/ College	Year	Subjects	Results	Subjects	Results
	(ii) G.C.E. (A/L)					
	Name of School/ College	Year	Subjects	Results	Subjects	Results

11	Higher Educational Qualifications [First Degree and Postgraduate Degree (s)]						
	University / Institution	Degree	Class	Special/ Hons or General Degree	Core Subject/ Subjects	From-To	Effective Date of Degree
12	Professional Training						
	Institution	Training Program	Training Outcome				Period
13	Professional Qualifications / Chartered / Licentiate/ Corporate Membership etc.						
	Institution	Filed/ Specialization	Name of the Institution/ University				Year of Awarded
14	Certificates (if any)						
	Course/Certificate	Field	Name of the Institution/ University				Year

15	Any other academic distinctions scholarships, medals, prizes: (indicate the Institution from which such awards have been obtained)							
16	Publications: (Attach the list of research publications)								
	Subject Relevancy: (Please Mark '✓' in the relevant cage) Yes <input type="checkbox"/> No <input type="checkbox"/>								
	Creativity (patents)								
17	Current Employment:								
	Post	Designation	Employer	Brief Description of Duties	From (dd/mm/yyyy)				
18	Previous Working Experience in Teaching/ Research/ Professional Work (in reverse order)								
	Post	Designation	Institution	Brief Description of Duties	Period				
					From (dd/mm /yyyy)	To (dd/mm /yyyy)			
19	Proficiency in Languages (Please Mark '✓' in the relevant cage)								
		Written				Spoken			
	Language	Very Good	Good	Satisfactory	Week	Very Good	Good	Satisfactory	Week
	Sinhala								
	Tamil								
	English								
	Other								

20	Skills in Computing & Information Technology																			
	<table border="1"> <thead> <tr> <th data-bbox="276 118 671 170">Qualification</th> <th data-bbox="671 118 1090 170">Institution</th> <th data-bbox="1090 118 1173 170">year</th> <th data-bbox="1173 118 1532 170">Skills acquired</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 170 671 221"></td> <td data-bbox="671 170 1090 221"></td> <td data-bbox="1090 170 1173 221"></td> <td data-bbox="1173 170 1532 221"></td> </tr> <tr> <td data-bbox="276 221 671 273"></td> <td data-bbox="671 221 1090 273"></td> <td data-bbox="1090 221 1173 273"></td> <td data-bbox="1173 221 1532 273"></td> </tr> <tr> <td data-bbox="276 273 671 320"></td> <td data-bbox="671 273 1090 320"></td> <td data-bbox="1090 273 1173 320"></td> <td data-bbox="1173 273 1532 320"></td> </tr> </tbody> </table>	Qualification	Institution	year	Skills acquired															
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21	Leadership/ Management experience:																			
22	Extra-Curricular Activities/ Community Services:																			
23	Special Skills:																			
24	Sports/ Awards/ Accolades:																			
25	Are you under any obligatory National Service (If yes, specify):																			
26	Minimum Notice Period:																			
27	<p>Names of two persons (with addresses and contact numbers) to whom reference can be made:</p> <table border="0"> <thead> <tr> <th data-bbox="276 981 922 1014">Name</th> <th data-bbox="922 981 1532 1014">Position and Address</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 1059 922 1182">1.</td> <td data-bbox="922 1059 1532 1182">.....</td> </tr> <tr> <td data-bbox="276 1205 922 1261">Tel. No:</td> <td data-bbox="922 1205 1532 1261">Fax:</td> </tr> <tr> <td data-bbox="276 1238 922 1261">E-mail:</td> <td></td> </tr> <tr> <td data-bbox="276 1305 922 1429">2.</td> <td data-bbox="922 1305 1532 1429">.....</td> </tr> <tr> <td data-bbox="276 1451 922 1485">Tel. No:</td> <td data-bbox="922 1451 1532 1485">Fax:</td> </tr> <tr> <td data-bbox="276 1485 922 1518">E-mail:</td> <td></td> </tr> </tbody> </table>				Name	Position and Address	1.	Tel. No:	Fax:	E-mail:		2.	Tel. No:	Fax:	E-mail:			
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1.																			
Tel. No:	Fax:																			
E-mail:																				
2.																			
Tel. No:	Fax:																			
E-mail:																				
28	<p>I hereby declare that the particulars furnished by me in this 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.</p> <p>.....</p> <p>Signature of the Applicant Date</p>																			

29	For Public / Corporate Sector Candidates
	<p>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.</p> <p>Date:</p> <p style="text-align: right;">Signature of the Head of Institution <i>(Please place the official seal of the Head of Institution)</i></p>
	Notes;
(i)	If the space above are not sufficient, please use extra sheets, when & where necessary.
(ii)	Indicate the list of documents attached with the application form.
	(a)
	(b)
	(c)
(iii)	Please mark with “---” in the relevant cage, if you have nothing to mention/ report.