

Application No:
2019/

FACULTY OF MANAGEMENT & FINANCE UNIVERSITY OF COLOMBO

Application for Diploma in Human Resources Management

Instructions to Applicants

- All sections of this application must be completed fully and accurately. Incomplete applications and / or curriculum vitae in lieu of application will not be accepted.
- Use extra papers, if necessary, to furnish additional information. Please attach copies of educational / professional certificates and service certificates obtained from employers for adequate proof of experience.

1. PERSONAL

a. Name in Full: Rev. / Mr. / Ms.

(Use Block Letters)

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b. Name with Initials:

.....

c. Contact Details:

		Residence	Office
Address			
Telephone	Land line		
receptione	Mobile		
E – Mail			

d.	NIC/Passport No:
e.	Date of Birth : Day Month Year Age
f.	Sex : (Please tick ' \checkmark ') Male Female
g.	Medium : (Please tick ' \checkmark ')SinhalaEnglish

2. Academic Qualifications (Attach photocopies of relevant certificates)

Qualification	School / Institute	Period	Main Subject/ Specialization	Grade	Month & Year
GCE A/L					
GCE O/L					
Other					

3. Professional Qualification (Attach photocopies of relevant certificates)

Institution	Period	Field of study/ Training	Qualification	Month & Year

4. Work Experience (Attach photocopies of service certificates and/or evidence for Managerial, Entrepreneurial, Consultancy experiences)

Organization	Period of Service			Position held
	From	То	No. of Years	

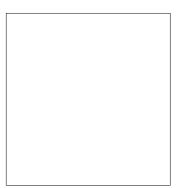
5. Briefly describe the nature and responsibilities of your current position:			
6. Career Aspirations			
7. Funding a. Mode of financing your DHRM programme			
Private Sponsored Undecided			
b. If sponsored by whom?			
I am prepared to abide by the rules and regulations of the University of Colombo, Sri Lanka. I certify that the above particulars given by me are true and accurate to the best of my knowledge and am aware that misrepresentation in the application will cause rejection of application or revoking of acceptance for admission and that an incomplete application will be rejected.			
Date: Signature of Applicant:			

Duly completed application form to be returned to:

Coordinator, Diploma in Human Resources Management Department of Human Resources Management Faculty of Management & Finance University of Colombo Colombo 03. Tel: +94-112 - 552364 Fax: +94-112 -259832

For office use only

Academic Qualification	
Professional Qualification	
Work experience	
Other Qualification	
Recommendation of the selection Committee:	
Accepted	
Rejected	
QEC	



Signature:....

Date:....