



# SOUTH EASTERN UNIVERSITY OF SRI LANKA

## FORM OF APPLICATION

### Post:

1. Name in Full : .....

Name with initials : .....  
(Rev./ Mr./ Ms/ Dr/ Prof)

2. i. Sex: Male ☐ Female ☐

ii. Civil Status: Single ☐ Married ☐

3. Postal Address: ..... Permanent Address: .....  
.....  
.....  
Telephone No.: ..... Telephone No.: .....  
e-mail: ..... e-mail: .....

4. Date of Birth Age at Closing Date

Year	Month	Date

Years	Months	Days

5. Citizenship: By Descent ☐ By Registration ☐

6. National Identity Card No:

7. Education Schools Attended:

Name of School Attended	From	To

8. University Education: First Degree/ PG Degree (attach copy of certificate)

Name of the University	Duration		Course followed with Subjects (Special/ General)	Results (give class or grade with effective date)
	From	To		

9. Other Diploma, Membership, Fellowships etc. (attach copy of certificate)

Institute	Diploma etc.	Year

10. Professional Qualifications: (attach copy of certificate)

Institute	From	To	Examination passed or Degree obtained etc

11. Language Proficiency (Please tic ✓):

Language	Ability to Work				Ability to Communicate			
	Very good	Good	Fair	No Knowledge	Very good	Good	Fair	No Knowledge
Sinhala								
Tamil								
English								

12. (i) Professional/ Special Qualifications.

(ii) Research &amp; Publications:

13. (a) Present Occupation:

i. Post :

ii. Date of appointment to such post :

iii. Whether confirmed in the present post :

iv. Place of work with the Address :

v. Salary Scale of the post :

vi. Present Salary                      a. Basic Salary:

b. Allowances :

(b) Previous Employment Records:

Post held	Institute	Period of Service		Last Monthly Salary received	Reason for Cessation of Employment
		From	To		

(c) Period of experience gained as at the closing date of applications relevant to the post applied

#### 14. Extra curricular activities

15. Other relevant particulars:

16. Two non related Referees:

	<u>Name</u>	<u>Designation</u>	<u>Address</u>
(i)	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
(ii)	.....	.....	.....
	.....	.....	.....
	.....	.....	.....

**Note:-** One of the referees should be the Head of the Institution in which the candidate works.

17. Paste the cash receipt properly here

<p>(Paste the receipt here securely) (It would be advisable to keep a photocopy of the receipt with the candidate)</p>
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18. 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 be disqualified before selection and to be dismissed without any compensation, if the inaccuracy is detected after appointment.

Date:.....

.....  
Signature of Applicant

### **ATTESTATION**

I hereby certify that Mr./ Mrs./ Ms. ....  
who submits this application is known to me personally, that he/ she has paid the prescribed  
examination fee and affixed the relevant receipt herein. He/ She placed his/ her signature in my  
presence on .....

.....  
Date

.....  
Signature of the Officer attesting the Signature

Name in full of the Officer Attesting the Signature: .....

.....  
Designation : .....

Address : .....

(Official Stamp)

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### **For Public Service/ Corporation/ Statutory Board Candidates Only**

Application for the post of .....

Submitted by .....

is forwarded hereby. If he/ she is selected for the said post he/ she can be / cannot be released.

.....  
Signature of the Head of the Department

(Official Seal)

Name : .....

Designation : .....

Date : .....

***(N.B.: when applying for several posts, each post should be applied for separately)***

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