



# SOUTH EASTERN UNIVERSITY OF SRI LANKA

## FORM OF APPLICATION

Application to the Post of: .....

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 Teach			
	Very good	Good	Fair	No Knowledge	Very good	Good	Fair	No Knowledge
Sinhala								
Tamil								
English								

12. (i) Professional/ Special Qualifications and Experience:

(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		

14. Any further relevant particulars:  
(not included above)

15. 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.

16. Paste the cash receipt properly here

<p>(Paste the receipt here securely)</p> <p>(It would be advisable to keep a photocopy of the receipt with the candidate)</p>
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17. 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

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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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