UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING
35, REID AVENUE, COLOMBO 07

APPLICATION FOR THE POST OF ……………………………………………………………………..…

01.　(a)　Name with Initials:
　　　　　　(Whether Mr/Mrs/Miss)

　　　(b)　Names denoted by Initials:

02.　Postal Address:　　　Private Address:

03.　National Identity card No;
　　　(**Attach copy of the ID Card**)

04.　(a)　Date of Birth　　　　　(b)　Age as at closing date of applications
　　　(**Attach copy of the Birth Certificate**)　　　Years:　　　Months:　　　Days:

05.　Civil Status:

06.　(a) Contact No:　　　　　　　　　　　　　　　(b) E-mail Address:

07.　State whether citizen of Sri Lanka by Descent or Registration
　　　If by registration, give Registration No.

08.　Educational Qualifications GCE (O/L) and GCE (A/L)
　　　(Attach Copies of Certificates)
　　　(a) GCE (O/L)

1st Sitting Subjects passed	Year Grade	2nd Sitting Subjects Passed	Year Grade
01. …………………	……..	…………………..	……….
02. …………………	……..	…………………..	……….
03. …………………	……..	…………………..	……….
04. …………………	……..	…………………..	……….
05. …………………	……..	…………………..	……….
06. …………………	……..	…………………..	……….
07. …………………	……..	…………………..	……….
08. …………………	……..	…………………..	……….

(b)　GCE (A/L)

	1st Sitting Subjects passed	Year Grade	2nd Sittings Subjects passed	Year Grade
01.	…………………	……..	……………………..	……….
02.	…………………	……..	……………………..	……….
03.	…………………	……..	……………………..	……….
04.	…………………	……..	……………………..	……….

09.　University Education (Degree, Diploma, etc) (**Attach copies of certificates**)

Name of University	From – To	Course followed With subject	Date of final	Grade / Class Examination

10.　Professional Qualifications (**Attach copies of Certificates**)

Qualifications	Date of obtaining such qualifications
1.	
2.	

11.　Highest Examination passed in Sinhala/English/Tamil:
01. Sinhala :

02. English:

03. Tamil:

12. Previous experience in a relevant post : (**Attach copies of Employment Service Letters/ Reference Letters/Employment Experience Letters**)

Institution	From	To	Period in years
1.			
2.			

13. Achievements in sports / Extra Curricular / Social Services activities:

14. Height   Feet   Inches   Chest (normal) Inches
     (if applicable)

15. (a) Competence in Typewriting / Word Processing   (b) Competence in Shorthand
    (if applicable)

    Medium Speed (wpm)   Medium   Speed (wpm)

    1.   1.

    2.   2.

16. Present Occupation (if applicable)

    (a)   01. Post:

            02. Date of appointment to such post

            03. Whether confirmed in the present post:

            04. Place of Work:

            05. Salary Scale of Post:

            06. Present Salary   Basic:

                                          Allowances:

    (b)   Previous appointments including those under training if any, with dates:

Department/ Institution	Post	From-To	Salary Scale
1.			
2.			
3.			
4.			

17.   Any other Particulars / Computer Awareness / Competency:

18.   Names of two persons (with addresses) to whom reference can be made:
Name   Address

1.

2.

19.   I certify that all particulars stated by me in this application are true and accurate, I am aware that if any particulars are found to be false or inaccurate prior to my selection, will be rejected to the false or inaccurate after my selection, I will be dismissed from services without compensation.

………………..   …………………………..
Date   Signature of Applicant

NOTE: Applicants in service of Government, Corporation or Statutory Boards should forward their application through the Head of institution concerned; otherwise such applications will be rejected.

Forwarded I certify that the particulars given in columns 01 to 17 of this application are correct according to the applicant's personal file. He/She could be released / could not be released from this institution if selected for appointment.

Date: ……………………   …………………………………………
                                                          Signature of Head of the Dept./ Institution

- Delete whichever is inapplicable