



**UNIVERSITY OF PERADENIYA
SRI LANKA**

FORM OF APPLICATION

Post Applied For: POST OF INTERNAL AUDITOR

Category of eligibility:

(Please underline the category you wish to apply for this post)

(1) (2) (3) (4) (5) (6) (7)

1. **Name in Full: Rev./Mr./Mrs./Miss** [Underline Surname]
[If registered as a student in a University under any other name,
please indicate such name within brackets]

2. **Postal Address**
[Any change should be communicated immediately]

3. **Contact Telephone No.**

E-Mail -

Fax No. -

4. **Date of Birth & Age**
[Please attach copy of Birth Certificate]

5. **Nationality**

6. **Civil Status**

7. **Whether Citizen of Sri Lanka**
[State whether by descent or by registration;
if by registration, give reference number and
date of certificate of citizenship]

8. Educational Qualifications *[Please attach copies of all relevant certificates]*

University Education

<u>Degree/Diploma, etc. & Name of the University</u>	<u>From</u>	<u>To</u>	<u>Course Followed</u>	<u>Date of Final Exam & Results [Give Class /Grade]</u>
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9. Special Qualifications

[Professional, etc. – Please attach copies of all relevant certificates]

10. Postgraduate Qualifications

[State whether by course work or research, duration and effective date – Please attach copies of all relevant certificates]

11. Academic Distinctions, Scholarships, Medals, Prizes, etc.,

[Indicate the Institution from which such awards have been obtained - Please attach copies of relevant certificates]

12. Research Publications, if any

[If space is insufficient, please use a separate sheet - Please attach copies of relevant certificates]

13. Proficiency on Languages : Highest Examination passed in,

Sinhala -
Tamil -
English -

14. (a) Present Occupation :

- 1. Post :**
- 2. Date of appointment to such post :**
- 3. Whether confirmed in the present post :**
- 4. Place of work :**
- 5. Salary scale of the post :**
- 6. Present salary : (a) Salary Step -
(b) Allowances -**

[Please attach copies of service certificates]

(b) Previous Employment, if any (with experience), with dates and periods
[Please attach copies of service certificates]

<u>Department/ Institution</u>	<u>Post</u>	<u>From</u>	<u>To</u>	<u>Reasons for Leaving</u>
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(c) Experience, if any
[Please attach copies of service certificates]

(d) Particulars of Bond Obligations to Higher Educational Institutions/Institutes if any:

- (i) Obligatory Period :
- (ii) Amount Due :

15. Commendations/Punishments, if any, during your career in the University/ Educational Institution *[Please attach copies of all relevant certificates]*

16. Extra Curricular Activities *[Please attach copies of all relevant certificates]*

17. Any other relevant particulars
[Not included above - Please attach copies of all relevant certificates]

18. Names of two Non related referees

[With post and postal addresses, Email addresses & contact numbers]

Name and Post

Postal Address, Email Address & Contact No.

1.

2.

19. Where a period of experience is a requirement for the post applied, state period of such experience with details:

20. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these 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

21. [TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE]

- (a) **Is the applicant on probation?** Yes / No
- (b) **Was any disciplinary action taken against the applicant?** Yes / No
- (c) **I recommend/ not recommend the application.**

Date

.....
Signature of Head of Department

Note: *If space not sufficient to enter the details under each column use a separate sheet and attach to the end.*
