



## SABARAGAMUWA UNIVERSITY OF SRI LANKA

### Application Form for the Non-Academic Staff (External)

**Application for the Post of :**  
(Stating the post is compulsory)

01. Name with initials (Mr/Mrs/Ms)

.....  
.....

02. Name denoted by initials

.....  
.....

03. Permanent Address

04. Temporary Address

<p>..... ..... ..... ..... .....</p>	<p>..... ..... ..... ..... .....</p>
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05. Telephone number

(i) Mobile : ..... ii). Permanent : .....

06. E – mail Address : .....

07. Date of Birth :

08. NIC No : 

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09. Gender : .....

10. Civil Status: .....

11. Age on the closing date of application : year: ..... month: ..... date: .....

12. Nationality : .....

13. State whether citizen of Sri Lanka by Descent of Registration.  
(If by Registration, give Registration No.) : .....

14. Education Qualification :  
a). G.C.E.(O/L) : (Please attach the copies of certificates)

	Year of the 1 <sup>st</sup> Attempt : .....		Year of the 2 <sup>nd</sup> Attempt : .....	
	Index no. ....		Index no. ....	
	Subjects passed :	Grade :	Subjects passed :	Grade :
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				



b) .G.C.E.(A/L) : (Please attach the copies of certificates)

	Year of the 1 <sup>st</sup> Attempt :.....		Year of the 2 <sup>nd</sup> Attempt :.....		Year of the 3 <sup>rd</sup> Attempt: .....	
	Index no. ....		Index no. ....		Index no. ....	
	Subjects passed :	Grade :	Subjects passed :	Grade :	Subjects passed :	Grade :
01.						
02.						
03.						
04.						
05.						

c). University Education : (Please attach the copies of certificates)

University/Higher Education Institute	Period From/ To	Courses followed (Degrees, Diplomas etc:	Subjects followed	Class	Effective Date

15. Professional Qualifications : (Details with the date of obtaining such qualifications)

Name of the Institute & Address	Name of the Training and Proficiency Certificate	Duration of Study (Month/ Year)	Year of the completion

16. The Highest Examination passed in Sinhala/English :

Sinhala:

.....

English :

.....

17. Extra curricular activities (Please attach the copies of certificates)

(sports, cadet, scouts, leadership, arts, literature and social welfare etc.,)

(i) National Level : .....

.....

.....

(ii) Provincial Level : .....

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.....

(iii) Divisional Level/ Zonal Level/ University Level : .....

.....

.....

(iv) School Level : .....

.....

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18. If a period of experience is a requirement for the post applying, state periods and Institute of such experiences obtained:

Post	Name of the Institute and Address	Duration From/ To	Period Months/ Years

19. Competence in Typewriting/Competence in Short -hand: (if only applicable)

Typewriting: Medium: ..... Speed (W.P.M) : .....

Short -hand: Medium: ..... Speed (W.P.M) : .....

20. Fill only relevant for the post applying

Chest size before expansion : Inches : .....

Height : Feet : ..... Inches : .....

21. Present Occupation : (If applicable)

(a) 01 Post

.....  
 .....

02 Date of appointment of such post :.

.....

03 Whether confirmed in the present post :

.....

04 Place of work

.....  
 .....

05 ETF No. :

.....

06 Present Salary : (a) Basic : .....

(b) Allowances : .....

(b) Previous appointments if any, with dates :

Department/Institute	Post	ETF No.	Period(From-To)

22. Any other Particulars (If this row is not sufficient, please annex in an attachment)

.....  
 .....  
 .....  
 .....



23. **Declaration of Applicants:**

I certify that all particulars stated by me in this application are true and correct, I am also aware that if any particular given here is false or inaccurate prior to my selection, my application will be rejected and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from service without any compensation.

Date : .....

.....

Signature of applicant

**NOTE : Applicants in the services of Government Corporations or Statutory Boards should forward their applications through the respective head of the Institution.**

24. **Forwarded:**

I certify that the particulars given in columns 01 to 22 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 the appointment. A bond exists/ does not exist between him / her and our Institute.

Date : .....

.....

Signature of Head of the Dept/Institution

Rubber Stamp