



University College of Jaffna
University of Vocational Technology
Sri Lanka
Application Form

POST APPLIED FOR:				No. of Annex
1. Name in full [Underline Surname] <i>[If registered as a student in this University under any other name, please indicate such name within brackets]</i>	Dr/Rev/Mr/Mrs/Ms.			
2. Postal Address <i>[Any change should be communicated immediately]</i>				
3. Contact Details: i. Telephone ii. Mobile iii. e-mail				
4. Date of Birth and Age <i>[Please attach copy of Birth Certificate]</i>				<input type="text"/>
5. National Identity Card No:				<input type="text"/>
6. Civil Status				
7. Whether a Citizen of Sri Lanka <i>[State whether by descent or by registration: if by registration, give reference number and date of certificate of citizenship]</i>				
8. Educational Qualifications				
8.1	School Education	Year	Result	
i.	G.C.E A/L			<input type="text"/>
ii.	G.C.E O/L			<input type="text"/>
iii.				<input type="text"/>
8.2	University Education- Undergraduate and Postgraduate			
	Name of the University	Degree/Diploma	Course Followed	Result Class
	From	To	Effective Date	
i.				
ii.				
iii.				
iv.				

9. Professional Qualifications					
i.					
ii.					
iii.					
10. Academic Distinctions, Scholarships, Medals, Prizes etc. [Indicate the institution from which such awards have been obtained- Please attach copies of all relevant certificates]					
	Award			Institution	
1.					
2.					
3.					
4.					
11. Proficiency of Languages [Indicate the institution from which such awards have been obtained-Please attach copies of all relevant certificates]					
	Language			Highest Examination passed	
1.	Sinhala				
2.	Tamil				
3.	English				
4.	Other (Specify)				
12. (a) Present Occupation and Salary Drawn					
	Institution		Occupation		Salary drawn
13. (b) Previous Employments with Dates					
	Institution	Post	From	To	Reasons for leaving
1.					
2.					
3.					
4.					
5.					
6.					
14. Administrative/ Financial/any other relevant Experience, if any					

15. Particulars of Bond Obligations to Higher Educational Institutions/ Institutes if any:

	Institution	Obligatory service period	Bond amount due
1.			
2.			
3.			
4.			

16. Commendations/ Punishments during your career Yes No

If yes please provide details

17. Extra-Curricular Activities

18. Any other relevant particulars [Not included above]

19. Have you ever been convicted by a court of law? Yes No

If yes please provide details

20. Have you worked at University of Vocational Technology/ any of the University Colleges before? Yes No

	Post	From	To	Reasons for leaving
01				
02				
03				

Any of your family member, friends or any other relative is currently working at University of Vocational Technology/ any of the University Colleges? Yes No

	Name	Designation	Relationship
01			
02			
03			

21. Names of two Non related referees

	Name	Address
1.		
2.		

22. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that 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 the applicant

Check List. *[Please attach only the relevant documents to the post you applied]*

- | | | |
|--|----------|--|
| 01. Duly Filled Application Form | | <input type="checkbox"/> (make a tick) |
| 02. Copy of the Birth Certificate | Annex No | <input type="checkbox"/> |
| 03. Copy of the National Identity Card | Annex No | <input type="checkbox"/> |
| 04. Copy of the Result Sheet of G. C. E. O/L | Annex No | <input type="text"/> |
| 05. Copy of the Result Sheet of G. C. E. A/L | Annex No | <input type="text"/> |
| 06. Copy of the Degree Certificate | Annex No | <input type="text"/> |
| 07. Copy of the Academic Transcript | Annex No | <input type="text"/> |
| 08. Copies of the Certificates of Post Graduate courses | Annex No | <input type="text"/> |
| 09. Copies of the Certificate of the Professional Qualifications | Annex No | <input type="text"/> |
| 10. Copies of the Service Letters | Annex No | <input type="text"/> |
| 11. Total Number of Attachments | | <input type="text"/> |

(If there are more than 1 documents to be attached to any category please annex as follows,
 Eg: Three (03) Service Letters,
 10 i, 10 ii, 10 iii)

[TO BE COMPLETED BY THE HEAD OF THE INSTITUTE WHERE APPLICABLE]

Director/ CEO
University College of Jaffna

The application of Dr/Rev/Mrs/Mr/Ms..... is by forwarded for
 consideration of the post of Please note that if selected, action will be
 taken to release him/ her from the service of

.....
Date

.....
Signature of Head of the Institution
with the Official Stamp

Instructions to Applicants

1. All applicants who are employed must submit their applications through Head of the Institution concerned. Please ensure that the Head of the Institution forwards the application on or before the closing date with his/her recommendation. Those who have not submitted their applications through proper channels will not be considered.
2. If space provided in the application is not sufficient please provide information as additional attachments.
3. Please keep your referees informed that the University College will contact them for confidential reports.
4. Photocopies of certificates should be forwarded along with the application and original certificates should be submitted at the interview.
5. For further clarifications/information please contact the Assistant Registrar, University College of Jaffna.
6. The post applied for should be clearly written on the top left-hand corner of the envelope.
7. Duly filled application form indicating academic and professional qualifications should be sent to **“Director/CEO, University College of Jaffna, No 29, Brown Road, Kokuvil, Jaffna”** by Registered post on or before **5th June 2024**.

Director/ CEO,
University College of Jaffna,
29, Brown Road,
Kokuvil, Jaffna.
