



**University College of Jaffna**  
**University of Vocational Technology**  
**Application Form**

**No. of  
Annex**

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

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

15.Particulars of Bond Obligations to Higher Educational Institutions if any:				
	Institution	Obligatory service period	Bond amount due	
1.				
2.				
3.				
4.				
16.Commendations/Punishments during your career    Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes please provide details				
17.Extra-CurricularActivities				
18.Research and Publications [ <i>If the space is insufficient, please attached a sperate annexure</i> ]				
19. Have you ever been convicted by a court of law? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes please provide details				
20. Have you worked at University of Vocational Technology/any of the University Colleges before? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	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

**Checklist.** *[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. Research and Publications		<input type="checkbox"/>	Annex No
12. 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,  
 10i, 10ii, 10iii)

**[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**

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