*For office use:*

**University of Moratuwa**

**Application Form**

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| I | Post applied | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| II | Department | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| III | Subject areas the applicant is competent in teaching and other academic work as per the department of study/subjects indicated in the advertisement/ the qualifications possessed by the applicant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 1.  2.  3.  4. | | | | | | | | | | | 5.  6.  7.  8. | | | | | | | | | | | | | | | | | | | | | |
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| 1.1 | Surname with initials  (in block capitals) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1.2 | Name in full  (in block capitals) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(copy of the birth certificate should be attached)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Civil Status | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 | Gender | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5 | NIC/Passport No. | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6 | Date of Issue of NIC/Passport | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.1 | Postal Address | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2 | Telephone (Residence)  **(Mandatory)** | | | |  | | | | | | | 2.3 | | | | Mobile  **(Mandatory)** | | | | |  | | | | | | | | | | | | |
| 2.4 | Email Address | | | |  |  | |  |  |  | |  | |  | |  | |  | |  |  | |  | |  | |  | | |  | |  |  | |
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| 3.1 | Date of Birth | | | Year | | |  | | | | | Month | | | | | |  | | | | Date | | | |  | | | | | | | |
| 3.2 | Age as at the closing date of application | | | Years | | |  | | | | | Months | | | | | |  | | | | Days | | | |  | | | | | | | |
| 3.3 | Whether citizen of Sri Lanka by descend or registration | | |  | | | | | | | | | 3.5 | | If by registration give reference number and the date of certificate of citizenship | | | | | | |  | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | 4.1 | Whether you have been convicted for a civil or criminal case previously |  | | 4.2 | If ‘yes’ state further information on the same |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Schools attended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name of the School | | | | | | | | | | | | | | | | | | | | | From | | | | | | | To | | | | |
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| 6 | Educational Qualifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 6.1 | G.C.E. O/L Examination | | | | | | | | | | | | | | Year | | |  | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | Grade | | | | | Subject | | | | | | | | | | | | | | | Grade | | |
| 1.  2.  3.  4. | | | | | | | | | |  | | | | | 5.  6. 6.  7.  8. | | | | | | | | | | | | | | |  | | |
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| 6.2 | G.C.E. A/L Examination | | | | | | | | | | | | | | Year | | |  | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | Grade | | | | | Subject | | | | | | | | | | | | | | | Grade | | |
| 1.  2.  3. | | | | | | | | | |  | | | | | 4.  5.  6. | | | | | | | | | | | | | | |  | | |
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| 7 | University Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Degree Title | | University/Institute | | | | | | | | | Course Duration | | | | | Effective Date of Degree | | | | | | | Class or Grade | | | | Courses/subjects followed | | | | | |
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|  | *(copies of the degree certificates/transcripts containing details requested under 6 should be attached)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | Postgraduate Qualifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Degree Title | | University/Institute | | | | | | | | | Course Duration | | | | | Effective Date of Degree | | | | | | | Class or Grade | | | | Courses/subjects followed | | | | | |
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|  | *(copies of the degree certificates/transcripts containing details requested under 7 should be attached)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 9 | Highest Examination passed in Sinhala/Tamil with grade (indicate whether Degree/A.L/O.L/etc) | | | | | | | | | | | | | | | | | | | |
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| 10 | Professional Memberships | | | | | | | | | | | | | | | | | | | |
|  | Membership type  (Co-operate /Associate etc) | | | | | Institute | | | | | | | | | | | Date on which membership awarded | | | |
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| *(copies of the membership certificates should be attached)* | | | | | | | | | | | | | | | | | | | |
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| 11 | Any other Academic Distinctions, Scholarships, Medals, Prizes, etc. | | | | | | | | | | | | | | | | | | | |
|  | Academic Distinctions, Scholarships, Medals, Prizes, etc. | | | | | | | | | | Institution | | | | | | | | | |
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| 12 | Research & Publications, if any | | | | | | | | | | | | | | | | | | | |
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| 13 | Past experience relevant to the post applied | | | | | | | | | | | | | | | | | | | |
|  | Designation | | Name of the Employer | | | | | | | From | | | | | |  | | To | | |
|  |  | |  | | | | | | | DD | | MM | | YY | | DD | MM | YY |
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| *(copies of the experience certificates should be attached)* | | | | | | | | | | | | | | | | | | | |
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| 14 | Present employment | | | | | | | | | | | | | | | | | | | |
|  | Designation | | | | Name of the Employer | | Date of Appointment | | | | Sector (Government, Private, etc) | | | | Salary Drawn (State whether basic or consolidated | | | | | |
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| *(Copy of the appointment letter should be attached)* | | | | | | | | | | | | | | | | | | | |
| 15 | Particulars of bond obligations to Higher Educational Institutions/Institutes | | | | | | | | | | | | | | | | | | | |
|  | Name of the Institutions/Institute | | | | | | Obligatory period | | | | | | Amount due in Rupees | | | | | | | |
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| 16 | Salary point expected from the University within the salary scale advertised and reasons to  establish your claim | | | | | | | | | | | | | | | | | | | |
|  | Salary expected | | | Reasons | | | | | | | | | | | | | | | | |
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| 17 | Extra curricular activities | | | | | | | | | | | | | | | | | | | |
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| 18 | Names and addresses of two persons to whom reference can be made | | | | | | | | | | | | | | | | | | | |
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| 18 | I hereby certify that the particulars submitted by me in the application and its annexure 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 the appointment.  …………………….….. ……………………………..  Date Signature of the Applicant | | | | | | | | | | | | | | | | | | | |
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| 19 | Recommendation by the Head of the Institution (Employees of Government Departments, HEIs, Corporations, etc) | | | | | | | | | | | | | | | | | | | |
|  | I recommend the above application and agree/not agree to release the applicant in case he/she is selected for the post applied.  ………….………………………………..………..………………..………………..  Date Name Signature of the Head of Institution    ……………………………..  Official Stamp | | | | | | | | | | | | | | | | | | | |