*For office use:*

**University of Moratuwa**

**Application Form**

|  |  |  |
| --- | --- | --- |
| 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. |
|  |
| 1.1 | Surname with initials (in block capitals) |  |
|  |
| 1.2 | Name in full (in block capitals) |  |
|  |
| *(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  |  |
|  |
| 2.1 | Postal Address  |  |
| 2.2 | Telephone (Residence)**(Mandatory)** |  | 2.3 | Mobile**(Mandatory)** |  |
| 2.4 | Email Address  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| 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  |  |
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| --- | --- | --- |
| 4.1 | Whether you have been convicted for a civil or criminal case previously |  |
| 4.2 | If ‘yes’ state further information on the same |  |

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| 5 | Schools attended  |
|  | Name of the School | From | To |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 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. |  |
|  |
| 6.2 | G.C.E. A/L Examination | Year  |  |
| Subject | Grade | Subject | Grade |
| 1. 2.3. |  | 4. 5.6. |  |
|  |
| 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)* |
|  |
| 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)* |

|  |  |
| --- | --- |
| 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)* |
|  |
| 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  |
|  |  |
|  |
| 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)* |
|  |
| 14 | Present employment |
|  | Designation | Name of the Employer | Date of Appointment | Sector (Government, Private, etc) | Salary Drawn (State whether basic or consolidated |
|  |  |  |  |  |  |
| *(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 toestablish your claim |
|  | Salary expected | Reasons |
|  |  |
|  |
| 17 | Extra curricular activities  |
|  |  |
|  |
| 18 | Names and addresses of two persons to whom reference can be made |
|  | 1 |  | 2 |  |
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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  |
|  |
| 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  |