



# SABARAGAMUWA UNIVERSITY OF SRI LANKA

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

**Application for the Post of :**

(It is mandatory to mention the position exactly as it appears in the newspaper advertisement.)

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

.....  
 .....

02. Name denoted by initials

.....  
 .....

03. Permanent Address

04. Temporary Address

|   |   |
|---|---|
| .....<br>.....<br>.....<br>.....<br>..... | .....<br>.....<br>.....<br>.....<br>..... |
|---|---|

05. Telephone number

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

06. E – mail Address : .....

07. Date of Birth: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

08. NIC No : 

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

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 Qualifications:  
 a). G.C.E.(O/L) : (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) : (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 : (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 and attach the copies of Certificates)

| 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 (attach the copies of certificates)

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

(i) National Level: .....

.....

(ii) Provincial Level : .....

.....

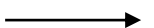
(iii) Divisional Level/ Zonal Level/ University Level: .....

.....

(iv) School Level: .....

.....

.....



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

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

19. If the selection for the post applied for is through a written test, the medium appearing: (The examination will be held in Sinhala and English only.) Medium of sitting for the written test : .....

20. Fill only relevant for the post applying

- i. Height : Feet : ..... Inches : .....                      ii. Chest size before expansion: Inches: .....
- iii. Driving License No : ..... (attach a copy of driving License)

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 : (attach the copies of certificates)

| 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