****

*for office use only*

**INSTITUTE OF TECHNOLOGY**

University of Moratuwa

**Application Form**

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| Post applied | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Surname with initials  (in block capitals) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | Name in full  (in block capitals) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***(copy of the birth certificate should be attached)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Civil Status | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Gender | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | NIC/Passport No. | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Date of Issue of NIC/Passport | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | Postal Address | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Telephone (Residence) | | | |  | | | | | | 2.3 | | | | | Mobile | | | | | | | |  | | | | | | | | | | | |
| 9 | Email Address | | | |  |  | |  |  |  | |  |  | | |  | |  | | | |  | |  |  | | |  | |  | | |  |  |  |
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| 10 | Date of Birth | | | Year | | |  | | | | Month | | | |  | | | | | | | | | | Date | | | | |  | | | | | |
| 11 | Age as at the closing date of application | | | Years | | |  | | | | Months | | | |  | | | | | | | | | | Days | | | | |  | | | | | |
| 12 | Whether citizen of Sri Lanka by descend or registration | | |  | | | | | | | 12.1 | | | If by registration give reference number and the date of certificate of citizenship | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Schools attended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name of the School | | | | | | | | | | | | | | | | | | | | | | | | From | | | | | | | | To | | |
| 1. |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | |
| 2. |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | |
| 3. |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | |
| 14 | Educational Qualifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | G.C.E. O/L Examination | | | | | | | | | | | | | | | Year | | | | |  | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | Grade | | | | | Subject | | | | | | | | | | | | | | | | | | Grade | |
| 1.  2.  3.  4.  5. | | | | | | | | | |  | | | | | 6.  6. 7.  8.  9.  10. | | | | | | | | | | | | | | | | | |  | |
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| G.C.E. A/L Examination | | | | | | | | | | | | | | | Year | | | | |  | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | Grade | | | | | Subject | | | | | | | | | | | | | | | | | | Grade | |
| 1.  2.  3. | | | | | | | | | |  | | | | | 4.  5.  6. | | | | | | | | | | | | | | | | | |  | |
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| 15 | 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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| 16 | 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)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Highest Examination passed in Sinhala/Tamil with grade (indicate whether Degree/A.L/O.L/etc) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 12 | 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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| 13 | Present employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Designation | | | | Name of the HEI | | | | | | Date of Appointment | | | | Confirmed or not | | | | | | | | | | Salary Scale & Step | | | | | | | | | | |
|  |  | | | |  | | | | | |  | | | |  | | | | | | | | | |  | | | | | | | | | | |
| ***(Copy of the appointment letter should be attached)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 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 | Extra curricular activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 Institute  If the applicant is selected for the applied post he/she can be released from the service of this division.  …………. ………………..………………..  Date Signature of the Head of the Institute. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |