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*for office use only*

**INSTITUTE OF TECHNOLOGY**

University of Moratuwa

**Application Form**

|  |  |
| --- | --- |
| Post applied |  |
|  |
| 1 | Surname with initials (in block capitals) |  |
|  |
| 2 | Name in full (in block capitals) |  |
|  |
| ***(copy of the birth certificate should be attached)*** |
| 3 | Civil Status |  |
| 4 | Gender |  |
| 5 | NIC/Passport No. |  |
| 6 | Date of Issue of NIC/Passport  |  |
|  |
| 7 | Postal Address  |  |
| 8 | Telephone (Residence) |  | 2.3 | Mobile |  |
| 9 | Email Address  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| 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. |  |
|  |
| G.C.E. A/L Examination | Year  |  |
| Subject | Grade | Subject | Grade |
| 1. 2.3. |   | 4. 5.6. |   |
|  |
| 15 | University Education  |
|  | Degree Title | University/Institute | Course Duration | Effective Date of Degree | Class or Grade | Courses/subjects followed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | ***(copies of the degree certificates/transcripts containing details requested under 6 should be attached)*** |
|  |
| 16 | Postgraduate Qualifications |
|  | Degree Title | University/Institute | Course Duration | Effective Date of Degree | Class or Grade | Courses/subjects followed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | ***(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) |
|  |  |
|  |
| 12 | Past experience relevant to the post applied |
|  | Designation  | Name of the Employer  | From |  | To |
|  |  |  | DD |  MM | YY | DD | MM | YY |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***(copies of the experience certificates should be attached)*** |
|  |  |
| 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 |
|  |  |  |
|  |  |  |
| 16 | Extra curricular activities  |
|  |  |
|  |
| 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. |