# EASTERN UNIVERSITY, SRI LANKA

## FORM OF APPLICATION – NON-ACADEMIC POST

Post of

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**I**  **Personal Information**

1.1  Full Name

1.2  Name with Initial/s

1.3  Date of birth          1.4  Age

1.5  Sex          1.6  Civil Status

1.7  a. Permanent Address

b. Telephone Number

c. Fax Number

d. E-mail Address

1.8  Whether Citizen of Sri Lanka    Yes    No

1.9  National Identity Card No.

2.    Educational Record

2.1

| School attended | From | To | Last Class passed |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

2.2    G.C.E (O/L) Exam Results

| Year | Subject | Grade |
|---|---|---|
| | | |

G.C.E (A/L) Exam Results

| Year | Subject | Grade |
|---|---|---|
| | | |

2.3    University/ Post Graduate Education (Degrees, Diplomas, Etc)

| University | From | To | Subject/Field of Study | Degree/ Diploma | Grades |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

2.4    Professional Qualifications

| |
|---|
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| |
| |

Language Proficiency

| Language | Highest Examination Passed |
|----------|---------------------------|
|          |                           |
|          |                           |
|          |                           |

3.      Employment Record

3.1 Present Employment

| Institution / Department | Post | Salary per month | With effect from |
|--------------------------|------|------------------|------------------|
|                          |      |                  |                  |

3.2     Previous Employment

| Institution / Department | Post | From | To | Salary per month |
|--------------------------|------|------|----|------------------|
|                          |      |      |    |                  |

4.

| Shorthand | | W.P.M |
|-----------|---------|-------|
|           | English |       |
|           | Tamil   |       |
|           | Sinhala |       |

| Type writing | | W.P.M |
|--------------|---------|-------|
|              | English |       |
|              | Tamil   |       |
|              | Sinhala |       |

5. Extra Curricular Activities

6. Other relevant Particular

I do hereby certify that the above particulars submitted by me are true and accurate. I am aware that if any of the particulars are found to be false or inaccurate I am liable for disqualification, or dismissal without any compensation if the inaccuracy is detected after appointment.

Date:………………..                                    …………………….. 
                                                             Signature of applicant

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**TO BE COMPLETED BY THE PRESENT EMPLOYER (IF ANY)**

Applicant can/ cannot be released, if selected for appointment.

Any Special Comments:

                                                  ………………………………..
                                                  Signature of the Head of Dept.

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Observations/ Recommendation of the Registrar

Date:………………..                                    ………………………….
                                                             Signature of the Registrar