



**University of Vocational Technology
Sri Lanka
Application Form**

POST APPLIED FOR:						
1. Name in full [Underline Surname] <i>[If registered as a student in a University under any other name. please indicate such name within brackets]</i>						
2. Postal Address <i>[Any change should be communicated immediately]</i>						
3. Contact Details: i. Telephone ii. Mobile iii. e-mail						
4. Date of Birth and Age <i>[Please attach copy of Birth Certificate]</i>						
5. Civil Status						
6. Whether a Citizen of Sri Lanka <i>[State whether by descent or by registration: if by registration, give reference number and date of certificate of citizenship]</i>						
7. Educational Qualifications						
7.1 School Education						
7.1 School/s Attended						
i.						
ii.						
iii.						
iv.						
v.						
7.2 University Education- Undergraduate and Postgraduate						
	Name of the University	Degree/Diploma	Course Followed	Result Class	From	To
i.						
ii.						
iii.						
iv.						
v.						
vi.						
8. Professional Qualifications						
i.						
ii.						
iii.						

9. Academic Distinctions, Scholarships, Medals, Prizes etc. <i>[Indicate the institution from which such awards have been obtained- Please attach copies of all relevant certificates]</i>					
	Award		Institution		
1.					
2.					
3.					
4.					
10. Proficiency of Languages <i>[Indicate the institution from which such awards have been obtained-Please attach copies of all relevant certificates]</i>					
	Language	Highest Examination passed			
1.	Sinhala				
2.	Tamil				
3.	English				
4.	Other (Specify)				
11. (a) Present Occupation and Salary Drawn					
	Institution	Occupation	Salary drawn		
12. (b) Previous Employments with Dates					
	Institution	Post	From	To	Reasons for leaving
1.					
2.					
3.					
4.					
5.					
6.					
13. Administrative/ Financial/any other relevant Experience, if any					
14. Particulars of Bond Obligations to Higher Educational Institutions/ Institutes if any:					
	Institution	Obligatory service period		Bond amount due	
1.					
2.					
3.					
4.					

15. Commendations/ Punishments during your career Yes No

If yes please provide details

16. Extra-Curricular Activities

17. Any other relevant particulars [Not included above]

18. Have you ever been convicted by a court of law? Yes No

If yes please provide details

19. Have you worked at University of Vocational Technology before? Yes No

	Post	From	To	Reasons for leaving
01				
02				
03				

Any of your family member, friends or any other relative is currently working at University of Vocational Technology? Yes No

	Name	Relation	Designation
01			
02			
03			

20.Name of two Referees		
	Name	Address
1.		
2.		

20. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that 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 appointment.

.....

Date

.....

Signature of the applicant

[TO BE COMPLETED BY THE HEAD OF THE INSTITUTE WHERE APPLICABLE]

**Vice Chancellor/Competent Authority,
University of Vocational Technology**

Application forwarded. Please note that if selected, action will be taken to release him/ her from service.

.....

Date

.....

Signature of Head of Institution

Instructions to Applicants

- 1. All applicants who are employed must submit their applications through Head of the Institution concerned. Please ensure that the Head of the Institution forwards the application on or before the closing date with his / her recommendation. Those who have not submitted their applications through proper channels will not be considered.**
- 2. If space provided in the application is not sufficient please provide information as additional attachments.**
- 3. Please keep your referees informed that the Authorities will contact them for confidential reports.**
- 4. Photocopies of certificates should be forwarded along with the application and original certificates should be submitted at the interview.**
- 5. For further clarifications/ information please contact the Director General, University of Vocational Technology.**
- 6. The post applied for should be clearly written on the top left hand corner of the envelope.**