

FORM OF APPLICATION

Post Applied For: Internal Auditor

Category of eligibility: (Please <u>underline</u> the category you wish to apply for this post)

| | (1) (2 | 2) (3) | (4) | (5) | (6) | (7) |
|----|-------------------------------------|--|------------------|-------|-----|-----|
| 1. | [If registered a | ll: Rev./Mr./Mrs./ s a student in a Univers such name within brac | ity under any ot | _ | | |
| 2. | Postal Addr [Any change s | 'ess hould be communicated | d immediately] | | | |
| 3. | Contact Telephone No. | | | E-M | | |
| 4. | Date of Birt | h & Age copy of Birth Certificate | e] | Fax . | No | |

5. Nationality

6. Civil Status

7. Whether Citizen of Sri Lanka

[State whether by descent or by registration; if by registration, give reference number and date of certificate of citizenship]

8. Educational Qualifications [Please attach copies of all relevant certificates]

| University Education |
|----------------------|
|----------------------|

| Degree/Diploma, etc. & | <u>From</u> | <u>To</u> | Course Followed | Date of Final Exam |
|------------------------|-------------|-----------|-----------------|----------------------------|
| Name of the University | | | | <u>& Results [Give</u> |
| | | | | Class /Grade] |

9. Special Qualifications

[Professional, etc. – Please attach copies of all relevant certificates]

10. Postgraduate Qualifications

[State whether by course work or research, duration and effective date – Please attach copies of all relevant certificates]

11. Academic Distinctions, Scholarships, Medals, Prizes, etc., [Indicate the Institution from which such awards have been obtained – Please attach copies of relevant certificates]

12. Research Publications, if any

[If space is insufficient, please use a separate sheet]

13. Proficiency on Languages : Highest Examination passed in,

Sinhala Tamil English

14. (a) Present Occupation :

- 1. Post :
- 2. Date of appointment to such post :
- 3. Whether confirmed in the present post :
- 4. Place of work :
- 5. Salary scale of the post :
- 6. Present salary : (a) Salary Step -
 - (b) Allowances -

| (b) Previous Employment, if any (with experience), with dates and periods | | | | | |
|---|------|------|-------------|---------------------|--|
| Department/ Institution | Post | Fron | <u>n To</u> | Reasons for Leaving | |
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Experience, if any (c)

Particulars of Bond Obligations to Higher Educational Institutions/Institutes (**d**) if any:

- Obligatory Period : (i) :
- (ii) Amount Due

15. Commendations/Punishments, if any, During your career in the University/ **Educational Institution**

16. Extra Curricular Activities

17. **Any other relevant particulars** [*Not included above*]

18. Names of two Non related referees [With positions and addresses]

| | Name | Address |
|----|------|---------|
| 1. | | |
| | | |
| | | |
| 2. | | |
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19. Where a period of experience is a requirement for the post applied, state period of such experience with details:

20. I hereby certify that the particulars submitted by me in this application 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 appointment.

Date

Signature of Applicant

21. [TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE]

- (a) Is the applicant on probation? Yes / No
- (b) Was any disciplinary action taken against the applicant?
- (c) I recommend/ not recommend the application.

Date

Signature of Head of Department

Yes / No

<u>Note</u>: If space not sufficient to enter the details under each column use a separate sheet and attach to the end.