



UNIVERSITY OF RUHUNA

SRI LANKA

APPLICATION FOR THE POST OF DIRECTOR/CAREER GUIDANCE UNIT (FULL TIME/PART TIME)

IMPORTANT: PLEASE FILL ALL THE BLANKS

1. (i). Name in Full:									
(ii) Name with initials:									
(iii) Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male								
2. Whether you applied for the post on a full-time basis or part-time basis: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>									
3. (i) Postal Address (Any change should be communicated immediately) :									
(ii) Contact Phone Numbers:									
Mobile:	Residence: Office:								
(iii) Email address:									
4.									
5. Date of Birth and Age:	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Age:	<table border="1"><tr><td>Y</td><td>Y</td></tr></table>	Y	Y						
Y	Y								
6. Civil Status :									
7. (i) Whether citizen of Sri Lanka:									
	By Descent <input type="checkbox"/> By Registration <input type="checkbox"/>								
(ii) National Identity Card No:									
(iii) Passport No:									

8. University Education: (Please attach copies of all certificates).

Degree and Name of the University	From	To	Field of study		Effective Date of the Degree

9. Postgraduate Qualifications: (State whether by course work or research, duration and effective date. Please attach copies of all relevant certificates)

10. Academic Distinctions, Scholarships, Medals, Prizes etc. (Indicate the Institution from which such awards have been awarded.)

11. Professional qualifications obtained (for the post of Career Guidance Counsellor)

11. Service Experience in the field of Career Guidance:

12. Research Publications: (If space is insufficient, please use ATTACHEMENT 1)

(i) Books

No.	Name of the Book	Date of Publication	Author	ISBN No.
i.				
ii.				
iii.				

- **PLEASE CONSIDER THAT ALL RESEARCH PUBLICATIONS ARE CHECKED FOR FAKE JOURNALS.**

(ii) Abstracts

No.	Title of Articles	Author	Source and date of publication
i.			
ii.			
iii.			

(iii) Journals

No.	Title of Articles	Author	Source and year of publication
i.			
ii.			
iii.			

13. Proficiency in Languages: Highest Examination passed in

Sinhala:

Tamil:

English:

14. (i) Present occupation & Salary drawn (give details and period)

(ii) Previous Employments (if any, with dates and periods) – in the case of Medical/Dental/Veterinary Sciences, please indicate the date of commencement of formal practice as a professional)

Designation	Department/Institution	From	To	Reasons for leaving

15. Commendations/Punishments, if any during your career in the University/Educational Institution:

16. Have you ever been served with a Vacation of Post notice by any other University/Government Institution? If so please provide details.

17. Extra-Curricular Activities (University, National & International level)

18. IT Qualifications obtained (which are equivalent to NVQ Level 4 or above)

19. Any other relevant particulars (not included above):

Note : Please submit your CV along with the application

20. Names and Addresses of two non-related referees:

Name and addresses	Telephone No. & E-mail
01.	
02.	

21. In the event of being selected please indicate the latest date on which you would be able to assume duties:
22. Do you have close relatives in employment at University of Ruhuna. If yes, please indicate favour accordingly:

Name : Relationship:

(i)

(ii)

(iii)

23. 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:.....

Note: submit your application according to the detailed requirements indicated in the web site www.ruh.ac.lk

TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE:

**Vice Chancellor
University of Ruhuna**

The application is forwarded. Please note that if selected, action will be taken to release/not release him/her from service.

Date:

**Signature of Head of the Department:.....
(with Official frank)**

Date:

**Signature of Head of Institution:
(with Official frank)**