



SOUTH EASTERN UNIVERSITY OF SRI LANKA

APPLICATION FOR COURSE ASSISTANT (ON CONTRACT BASIS)

CENTRE FOR EXTERNAL DEGREES AND PROFESSIONAL LEARNINGS

1. Personal Information

1.1 Full Name

1.2 Name with Initial/s
(Whether Mr./Mrs./Miss)

1.3 Date of Birth 1.4 Age

1.5 Sex 1.6 Civil Status

1.7 a) Address
i. Postal

ii. Private

b) Telephone Number

c) Fax Number

d) Email Address

1.8 Whether Citizen of Sri Lanka

Yes	No.
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1.9 National Identity Card No.

2. Educational Record

2.1 School records

(Attach copies of relevant document)

School attended	From	To	Last Class passed

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

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

(Attach copies of certificates)

Year	Subject	Grade	Year	Subject	Grade

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

(Attach copies of certificates)

Name of the Institution	Duration		Course followed with Subjects	Effective Date	Results
	From	To			

2.4 Any other Qualifications/ trainings obtained

(Attach copies of certificates)

2.5 Language Proficiency

Language	Highest Examination Passed

3. Employment Record (If any)

(a) Present Occupation

- i. Post:
- ii. Date of appointment to such post:
- iii. Whether confirmed in the present post:
- iv. Place of work with the address:
- v. Salary Scale of the post:
- vi. Present Salary a. Basic Salary:
 b. Allowances :

(b) Previous Employment Records:

Institution/ Department	Post	From	To	Salary per month

- (c) Period of experience gained as at the closing date of application relevant to the post applied; -

4. Extra Curricular Activities

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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

Recommendation of the Head of the Department/ Division;

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

Any special comments:

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Signature of the Head of Department

Recommendation of the Secretary/ Registrar/ Director

Certify that the particulars given in column 01 to 04 of this application are correct according to the applicant's personal file. If he/she selected for this post he/she can/ cannot be released from this Institution.

.....
Signature of Secretary/ Registrar/ Director

Date:

.....
University/ Institution