

UNIVERSITY OF KELANIYA, SRI LANKA

APPLICATION FOR THE POST OF REGISTRAR

1 Name in full: Rev/Dr/Mr/ Ms

.....

2 Name with initials:

3 Permanent address:

.....

.....

4 Business address:

.....

.....

5 Contact information: Telephone

Fax

Email

6 Date of birth: (mm/dd/yyyy)

7 Age as on closing date for applications: years months

8 Civil status:

9 Citizenship:

10 National ID number:

11 Details of secondary education:

Name of school	From	To	Examinations Completed
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12 **Details of Bachelor’s degree:**

University:

Name of degree:

Period of enrolment: From:..... To.....

Effective date of degree:

State whether Special (Honours) or General degree:

If it is an Honours Degree, the field of Specialization:

If it is a General Degree, the Subjects offered:

1..... 2.....

3..... 4.....

Class obtained:

13 **Postgraduate Academic Qualifications**

University/Institution	Name of qualification	Period of enrolment (from – to)	Effective date of qualification
1			
2			
3			
4			

*Add more rows if required

14 **Professional Qualifications and short courses relevant in execution of duties of Registrar:**

University/Institution	Name of qualification	Period of enrolment (from – to)	Effective date of qualification
1			
2			
3			
4			

*Add more rows if required

15 **Details of the Present post**

Designation:

Institution:

Date of appointment:

Tenure: Permanent post / temporary or contract appointment

Salary scale:

Salary step:

16 **Previous Positions Held**

Institution	Post	Dates

17 **Extra-curricular Activities**

18 **Proficiency in Languages (tick the relevant cage)**

	Written					Spoken				
	V good	Good	Satisfactory	Weak	None	V good	Good	Satisfactory	Weak	None
Sinhala										
Tamil										
English										
Other										

19 Are you under any obligatory National Service? Yes / No

If yes, provide details.

20 **Non-related referees**

(1) Name:

Address:

.....

.....

Contact information: Telephone

Fax

Email

(2) Name:

Address:

.....

.....

Contact information: Telephone

Fax

Email

Declaration

I hereby declare that the particulars furnished by me in the application are true and accurate. I am aware that if any particulars contained herein are found to be false or inaccurate, I am liable to disqualification if the inaccuracy is discovered before the selection, and dismissal without any compensation if the inaccuracy is discovered after the appointment.

Signature of applicant:

Date:

This application should be accompanied by a detailed curriculum vitae, and a personal statement in not more than 1000 words that describes the applicant's commitment and contribution to institutional development at the current work place, and how he/she intends to contribute in the capacity of Registrar for the progressive development of the University of Kelaniya.