

**UNIVERISTY 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: Female Male** |
| 1. **Whether you applied for the post on a full-time basis or part-time basis:**   **Full- time Part-time** |
| 1. (**i) Postal Address (Any change should be communicated immediately) :**   (**ii) Contact Phone Numbers:**  **Mobile: Residence: Office:**  **(iii) Email address:** |
|  |
| 1. **Date of Birth and Age:**      |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y |  |  |  | | --- | --- | | Y | Y |   **Age:** |
| 1. **Civil Status :** |
| 1. **(i) Whether citizen of Sri Lanka:**   **By Descent By Registration**  **(ii) National Identity Card No:**  **(iii) Passport No:** |
| 1. **University Education: (Please attach copies of all certificates).**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Degree and Name of the University** | **From** | **To** | **Field of study** |  | **Effective Date of the Degree** | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| 1. **Postgraduate Qualifications: (State whether by course work or research, duration and effective date. Please attach copies of all relevant certificates)** |
| 1. **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)** |
| 1. **Service Experience in the field of Career Guidance:** |
|  |
| 1. **Research Publications: (If space is insufficient, please use ATTCHEMENT 1)** 2. **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.**  1. **Abstracts**  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Title of Articles** | **Author** | **Source and date of publication** | | **i.** |  |  |  | | **ii.** |  |  |  | | **iii.** |  |  |  |  1. **Journals**  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Title of Articles** | **Author** | **Source and year of publication** | | **i.** |  |  |  | | **ii.** |  |  |  | | **iii.** |  |  |  | |
| 1. **Proficiency in Languages: Highest Examination passed in**   Sinhala:  Tamil:  English: |
| 1. **(i) Present occupation & Salary drawn (give details and period)** |
| 1. **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** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| 1. **Commendations/Punishments, if any during your career in the University/Educational Institution**: |
| 1. **Have you ever been served with a Vacation of Post notice by any other University/Government Institution? If so please provide details.** |
| 1. **Extra-Curricular Activities (University, National & International level)** |
| 1. **IT Qualifications obtained (which are equivalent to NVQ Level 4 or above)** |
| 1. **Any other relevant particulars (not included above):** |
| **Note : Please submit your CV along with the application** |
| 1. **Names and Addresses of two non-related referees:**  |  |  | | --- | --- | | **Name and addresses** | **Telephone No. & E-mail** | | **01.** |  | | **02.** |  | |

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

**Name : Relationship:**

**(i)**

**(ii)**

**(iii)**

1. **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**](http://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)**