



For office use only

Application No:

2018/.....

## FACULTY OF MANAGEMENT & FINANCE UNIVERSITY OF COLOMBO

### Application for Diploma in Human Resource Management

#### Instructions to Applicants

- All sections in this application must be completed fully and accurately. Incomplete applications and / or curriculum vitae in lieu of application will not be accepted.
- Use extra papers, if necessary, to furnish additional information. Please attach copies of educational / professional certificates and service certificates obtained from employers for adequate proof of experience.

#### 1. PERSONAL

a. **Name in Full:** Rev. / Mr. / Ms. / .....  
(Use Block Letters).....

b. **Name with Initials:** .....  
.....

c. **Medium :** Sinhala  / English  (Please Tick '✓')

#### d. **Contact Details:**

		Residence	Office
<b>Address</b>			
<b>Telephone</b>	<b>Land line</b>		
	<b>Mobile</b>		
<b>E – Mail</b>			

e. **NIC/Passport No:** .....

f. **Date of Birth :** Day  Month  Year  Age

g. **Sex :** (Please tick '✓') Male  Female

h. **Medium :** (Please tick '✓') Sinhala  English

**1. Academic Qualifications** (*Attach photocopies of relevant certificates*)

Qualification	School / Institute	Period	Main Subject/ Specialization	Grade	Month & Year
GCE A/L					
GCE O/L					
Other					

**2. Professional Qualification** (*Attach photocopies of relevant certificates*)

Institution	Period	Field of study/ Training	Qualification	Month & Year

**3. Work Experience** (*Attach photocopies of service certificates and/or evidence for Managerial, Entrepreneurial, Consultancy experiences*)

Organization	Period of Service			Position held
	From	To	No. of Years	

**4. Briefly describe the nature and responsibilities of your current position:**

.....  
.....  
.....

**5. Career Aspirations**

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.....  
.....  
.....  
.....

**6. Funding**

**a. Mode of financing your DHRM programme**

Private  Sponsored  Undecided

**b. If sponsored by whom?**

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I am prepared to abide by the rules and regulations of the University of Colombo, Sri Lanka. I certify that the above particulars given by me are true and accurate to the best of my knowledge and am aware that misrepresentation in the application will cause rejection of application or revoking of acceptance for admission and that an incomplete application will be rejected.

Date: .....

Signature of Applicant: .....

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Duly complete application form to be returned to:

Coordinator/Diploma in Human Resources Management  
Department of Human Resources Management  
Faculty of Management & Finance  
University of Colombo  
Colombo 03.

Tel: +94-112 -2552364  
Fax: +94-112 -2598324

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Academic Qualification	<input type="checkbox"/>
Professional Qualification	<input type="checkbox"/>
Work experience	<input type="checkbox"/>
Other Qualification	<input type="checkbox"/>
Recommendation of the selection Committee:	
Accepted	<input type="checkbox"/>
Rejected	<input type="checkbox"/>
QEC	<input type="checkbox"/>

Signature:.....

Date:.....