



| |
|-----------------|
| Application No: |
| 2019/..... |

FACULTY OF MANAGEMENT & FINANCE
UNIVERSITY OF COLOMBO

Application for Diploma in Human Resources Management

Instructions to Applicants

- All sections of 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. Contact Details:

| | | Residence | Office |
|-----------|-----------|-----------|--------|
| Address | | | |
| Telephone | Land line | | |
| | Mobile | | |
| E – Mail | | | |

d. NIC/Passport No:

e. Date of Birth : Day Month Year Age

f. Sex : (Please tick '✓') Male Female

g. Medium : (Please tick '✓') Sinhala English

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

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

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

| Institution | Period | Field of study/ Training | Qualification | Month & Year |
|-------------|--------|--------------------------|---------------|--------------|
| | | | | |

4. 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 | |
| | | | | |

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

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

6. Career Aspirations

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

7. Funding

a. Mode of financing your DHRM programme

Private Sponsored Undecided

b. If sponsored by whom?

.....

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:

Duly completed 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 - 552364
Fax: +94-112 -259832

For office use only

| | |
|---|--------------------------|
| 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:.....