

University of Kelaniya

Faculty of Commerce and Management Studies

Application Form for the "Higher Diploma in Business"- 2018/2019

01. Name with initials (Fill in Block Capitals)

02. Names Denoted by Initials

03. Residential Address

04. Date of Birth

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05. National ID No

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06. Gender:

07. Telephone: Residence-

Mobile-

08. E-mail address:

09. Employment (If applicable)

9.1. Organization

9.2. Address

9.3. Designation

9.4. Duration in the current position

9.5. Telephone

9.6. Work Experience

(Provide details of last 2 employers prior to the current occupation. – If available)

Organization	Designation	Duration	Telephone

10. Address for correspondence

11. Diploma Qualifications (Please attaché certified copies)

Institute	Qualification	Year

12. Education (Please attach the certified copies of certificates)

G.C.E. (Advanced Level)

School:

Year:

Index number:

Subject	Grade

13. Professional Qualifications(Please attach certified copies)

Institute	Qualification	Year

14. Language Proficiency

	Reading			Writing		
	Good	Average	Weak	Good	Average	Weak

15. Referees

(Name, Address & Designation of two referees whom we may contact for obtaining information on your academic and professional performances.)

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I certify that the above information is true and correct.

Signature of Applicant

Date

Note

Please attach certified copies of educational and professional qualifications. Completed Application package should be received by, Coordinator – Higher Diploma in Business, Department of Commerce and Financial Management, Faculty of Commerce and Management Studies, University of Kelaniya, Kelaniya, on or before 10th October, 2018 under registered post. Please indicate “Application for HDIB - 2018/2019” on the top left hand corner of the envelope.

Please paste the bank slip for the application fee on the below space

