

EMPLOYMENT APPLICATION

Please fill in the necessary information required

Recent Photograph

<input type="checkbox"/> Process for hire <input type="checkbox"/> For Talent Bank <input type="checkbox"/> File Date: _____

POSITION APPLIED

1 st Choice:
2 nd Choice:

FULL NAME

First Name	Middle Name	Family Name
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PERSONAL DETAILS

Citizenship:	Date of Birth:	Age:	Weight:	Height:
Religion:	Place of Birth:	Sex:	Civil Status:	No. of Dependents:
Present Address:		Permanent Address:		
<input type="checkbox"/> Rented <input type="checkbox"/> Own	<input type="checkbox"/> Living with relatives <input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> Rented <input type="checkbox"/> Own	<input type="checkbox"/> Living with relatives <input type="checkbox"/> Others (Specify) _____	
Tel. No.:	CP No.:	Tel. No.:	CP No.:	

Father's Name:	Age:	Name of Children:	Age:
Mother's Name:	Age:		
Name of Spouse, If married:			
Spouse's Business Address:			

EDUCATIONAL BACKGROUND (Copies of all relevant certificates and diplomas will be requested)

LEVEL	Name & Location of School / University	Month & Year Graduated	Diploma / Degree/ Major / Honor obtained
Primary			
Secondary			
University			
Post Graduate			
Other (Technical school, etc.)			

Government Exam/s Taken / Passed:	Date Taken:	Rating Obtained:
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EMPLOYMENT HISTORY (Start from the RECENT) Please complete information required.

Inclusive Period		Job Title	Employer's name, address and Contact Number/s	Gross Monthly Salary	Reason for leaving
From	To				

CHARACTER REFERENCES (Please indicate at least 3 persons not related to you)

Name	Occupation / Company	Address / Telephone No.

Other Details:

Social Security Services (SSS) No.:	Taxpayer's Identification Number (TIN):	
Community Tax Certificate (CTC) No. / Date & Place of Issue:	Pag-ibig Number:	Phil. Health Number:
Contact person in case of emergency:	Address and telephone number of contact person:	

Are you involved in other business? / What type of business?	Are you engaged in the use and trade of dangerous drugs?
Have you ever been dismissed or suspended in any of your employment? If so, please explain.	Have you ever been involved in any administrative, civil or criminal case? if yes, please explain.
Are you sensitive to any drug / medicine the company should be aware of, in case of emergency? If so, please explain.	Did you undergo any surgery, or did you have any major illnesses / dysfunction during the past two years? if so, please explain.

Briefly state your main strengths and weaknesses and discuss what you can contribute to the company.

I hereby certify that all information I have provided in this job application form is true and correct to the best of my knowledge.

I authorize this Company and also authorize and request each former employer and person, firm or cooperation given above as a reference, to answer any and all questions that may be asked and to give any and all information that may be sought in connection with this application, or concerning me or my work, habits, character or skill.

Applicant Name and Signature

Date

----- **FOR HR USE ONLY** -----

- Refer for further interview
- Hold for future reference
- Schedule for testing
- Failed
- For file
- For hiring

RECOMMENDATION: _____

INTERVIEWER: _____
DATE: _____

POSITION: _____