FRM-HRD-002.04

Rev. No.: 06

Effectivity: 03/04/17

Attach

Latest

Photo

**APPLICATION FOR EMPLOYMENT**

Instruction: Read carefully. Fill up completely, clearly and neatly.

|  |
| --- |
| 1. **PERSONAL DATA**
 |
| Full Name |  | Nickname |  |
| Position applied for |  | Desired Pay |  |
| Present Address |  | Contact No. |  |
| Provincial Address |  | Email Address |  |
| Birthplace |  | Date of Birth |  | Sex |  | Civil Status |  |
| Nationality |  | Religion |  | Height |  | Weight |  |
| SSS No. |  | Pag-Ibig No. |  | TIN |  | Philhealth No. |  |
| Spoken Language(s) |  | Written Language(s) |  |  |
| Have you ever worked in a steel mill? |  | If yes, please state company name / address |  |
|  |  |
| Have you / any of your relatives worked in a steel-related business? |  | If yes, please state company name / address |
|  |  |
| Have you ever applied at Pag-asa Steel before? |  | Date Applied |  |
| Do you have relatives working in Pag-asa? |  | When? | Now ( ) | Before ( ) | How many? |  |
|  | Please specify name /s |  |
| Cause for applying [please specify]: | 1. Recommendee ( )  | a. Relative Name |  | b. Friend Name |  |
|  2. Job Fair ( )  |  | 3. Online ( )  |  |  4. Others ( ) |  |
| Have you ever received disability compensation? |  | When? |  |  |
| Have you experienced previous physical / mental / psychological disabilities? |  | Specify |  |
| Do you have any previous criminal record? |  | Specify |  |  |
| Have you been treated for drug addiction? |  | Alcoholism? |  |  |
| Can you work any day at any hour when your services are needed? |  | If no, state why? |  |
| Can you be assigned at any area within Greater Manila? |  | Outside GMA? |  |
| If not, state why? |  |
| Earliest possible start date: |  |  |
| Person to contact in case of emergency (Name, Address, Tel. No.) |  |
|  |  |

|  |
| --- |
| 1. **FAMILY HISTORY**
 |
|  | Name | Address | Occupation | Company Name/Address | Age |
| Father |  |  |  |  |  |
| Mother |  |  |  |  |  |
| Spouse |  |  |  |  |  |
| Brother(s) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sister(s) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Children | Name | Age | Date of Birth | Name | Age | Date of Birth |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**III. EDUCATION & SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | School | Address | From | To | Highest Attainment |
| (Month / Year) |
| Elementary |  |  |  |  |  |
| High School |  |  |  |  |  |
| Vocational |  |  |  |  |  |
| College |  |  |  |  |  |
| Others |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  As a student, were you self-supporting? |  | On scholarship? |  |

|  |
| --- |
| Academic Honors Received |
|  |  |  |
|  |  |  |

|  |
| --- |
| Activities Joined and Position |
|  |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Special Skills: | Typing ( ) | Steno ( ) | Driving ( ) | Others |  |
| Gov’t. Exam Taken |  | When |  | Result |  |
| Prof. License No. |  | Rank |  | Date |  |
| Hobbies |  | Sports |  |

**IV. WORK EXPERIENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employers | Address | From | To | Position | Salary(indicate in pesos) | Reason for Leaving |
| ( Month / Year ) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(Please use additional sheet if necessary)

**V. CHARACTER REFERENCES**

*(Please indicate immediate superior from present and previous company if applicable)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Company / Address | Occupation | Relationship | Contact number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 *I hereby certify that I fully understood the above. I further certify to the correctness of the foregoing data to the best of my knowledge, fully understanding that any false statement and/or misrepresentations shall be sufficient ground for outright disqualification of my application or termination of my employment should I be accepted and such anomaly be disapproved afterwards.*

 *I allow Pag-asa Steel Works, Inc., to subject me to background check / investigation.*

Right

Thumb

Mark

 Signature of Applicant

 Date: