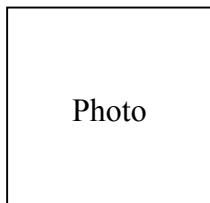


APU PALAMGUWAN CULTURAL EDUCATION CENTER
 Sitio Bendum, Barangay Busdi, Malaybalay City
 Bukidnon, Philippines



JOB APPLICATION FORM

Note: Kindly fill out this form completely, do not leave any item blank. For those items which are not applicable to you, please write N/A. Do not edit anything in this form.

JOB PREFERENCE

POSITION APPLIED FOR:				
EXPECTED SALARY Gross Net	Have you previously applied at APC? () No () Yes Date _____ Position applied for: _____			
Source: () Referred by _____	() Ad/Social Media	() Walk-in	() School	() Others

PERSONAL DATA

LAST NAME		FIRST NAME		MIDDLE NAME	NICKNAME		
Present Address				Zip Code		Landline number	
Provincial Address				Zip Code		Mobile number	
Tax Identification Number	SSS Number	Philhealth Number		Pag-ibig (HDMF) Number		Email Address	
Civil Status () Single () Widow/er () Married () Separated Date of Marriage _____		Date of Birth (Month/Day/Year)		Place of Birth		Weight (kg)	
		Sex () Male () Female		Height (m)		Religion/Faith	
Name of Father		Address and Phone Number			Position/Company/Inclusive Dates of Service		
Name of Mother		Address and Phone Number			Position/Company/Inclusive Dates of Service		
Name of Spouse		Address and Phone Number			Position/Company/Inclusive Dates of Service		
Brothers and Sisters / Children							
Name	Relationship	Occupation/Position	Age	Sex	Civil Status	Company / School	Phone

LANGUAGE FLUENCY

Language	Speaking	Writing
English	() Advance () Intermediate () Beginner	() Advance () Intermediate () Beginner
Tagalog	() Advance () Intermediate () Beginner	() Advance () Intermediate () Beginner
Cebuano/Bisaya	() Advance () Intermediate () Beginner	() Advance () Intermediate () Beginner
Others _____	() Advance () Intermediate () Beginner	() Advance () Intermediate () Beginner

EDUCATION

ELEMENTARY / PRIMARY	School and Address	Date Graduated	Awards or Honors Received
HIGH SCHOOL	School and Address	Date Graduated	Awards or Honors Received

VOCATIONAL: Course Taken	College or University and Address	Date Graduated	Awards or Honors Received
COLLEGIATE: Course Taken	College or University and Address	Date Graduated	Awards or Honors Received
POST GRADUATE: Course Taken	College or University and Address	Date Graduated	Units Earned

WORK EXPERIENCE (Starting from current employment)

Company Name and Name of Immediate Supervisor	Address and Phone number	Position/s Held	Period of Employment	Reason for Leaving	Last Salary (Basic + Benefits)

RELATED TRAINING OR SEMINARS

Title / Topic	Conducted by	Inclusive Dates

PROFESSIONAL AFFILIATIONS

Name of Organization	Inclusive Dates	Position/s Held

PROFESSIONAL ELIGIBILITY

Type of Professional Examination	Rating	Year Taken and Passed	License Number / Issuance Date

COMPUTER AND SOFTWARE COMPETENCE

VEHICLE DRIVING (for work that may require driving skills)

Indicate Competence Level: A-Advanced; I-Intermediate; B-Beginner; N-Not familiar

MS Office Web Design GIS Other software

Can you drive a vehicle? Yes () No ()

If yes, what type of vehicle? _____

Driver's license number and date of expiry _____

HOBBIES AND INTERESTS

PLEASE CHECK THE APPROPRIATE BOX

Have you ever been involved in any administrative, civil or criminal case? If yes, what are the details?	YES ()	NO ()
Have you ever been accused of inappropriate conduct within an employed or voluntary capacity? If yes, what are the summary details?	YES ()	NO ()
Are you or have you ever been the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures? If yes, what are the summary details?	YES ()	NO ()

Have you suffered from any serious illness, hospitalization or accidents in the past five (5) years? If yes, what are the details:	YES ()	NO ()
---	-------------------	------------------

CHARACTER AND WORK REFERENCES (Please do not include family member and relatives.)

NAME	ORGANIZATION	ADDRESS	PHONE NUMBER.	POSITION

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP

I certify that all of the foregoing information I declared and documents I submitted are true and correct, and hereby give my consent to the APU PALAMGUWAN CULTURAL EDUCATION CENTER to inquire into their truthfulness through any means it may deem proper. I understand that any misinterpretation or falsification, or any omission of facts of whatever nature required by this application form will be basis for my dismissal or termination at the time of discovery of such misinterpretation or concealment. This document and all annexes hereof are properties of the APU PALAMGUWAN CULTURAL EDUCATION CENTER (APC).

Signed at _____ Date _____

Signature of Applicant over Printed Name

NAME: _____
DATE: _____

1. Why do you wish to join APC?
2. What are your personal qualities and key competencies that make you suitable for the position you are applying?
3. What are the qualities you look for in a job, in a supervisor, and in an institution?
4. What are your plans three to five years from now?