



**SEAMEO INNOTECH  
JOB APPLICATION FORM**

Directions : Kindly fill out truthfully and completely all items and indicate N/A if not applicable. Please use blue/black pen only and additional sheet/s of paper if needed. The information/details provided will be held in confidence by SEAMEO INNOTECH in compliance with the Data Privacy Act.



Position Applied for: \_\_\_\_\_

**PERSONAL INFORMATION**

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Nickname \_\_\_\_\_  
 Present Address \_\_\_\_\_ Res. Tel. No. \_\_\_\_\_  
 Provincial Address \_\_\_\_\_ Prov. Tel. No. \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Cellphone \_\_\_\_\_  
 Birthdate \_\_\_\_\_ Age this year \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 Civil Status \_\_\_\_\_ Gender \_\_\_\_\_ Nationality \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_  
 Religious Affiliation \_\_\_\_\_ Blood Type \_\_\_\_\_  
 Language/s Spoken \_\_\_\_\_ Language/s Written \_\_\_\_\_  
 Special Skills \_\_\_\_\_ Interest/s \_\_\_\_\_  
 Person to notify in case of Emergency \_\_\_\_\_ Relationship \_\_\_\_\_  
 Contact Details \_\_\_\_\_  
 SSS No. \_\_\_\_\_ Pag-IBIG No. \_\_\_\_\_ TIN \_\_\_\_\_

**FAMILY BACKGROUND**

	Name	Age	Company and Occupation / School and Level
Father			
Mother			
Spouse			
Children	1		
	2		
	3		
	4		
	5		
Siblings	1		
	2		
	3		
	4		
	5		

**EDUCATIONAL BACKGROUND**

Education	Name of School/ College/ University	Degree Earned	Year	Honors/ Citations Received
Elementary				
Secondary				
Vocational				
College				
Post Graduate				

Eligibility/ Licensure: \_\_\_\_\_

**SEMINARS AND TRAININGS**

Title of Seminar	Conducted by	Inclusive Dates of Attendance	Venue



# JOB APPLICATION FORM

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## EMPLOYEE INFORMATION

(3 most recent employers)

Latest Employer/Company \_\_\_\_\_ Nature of Business \_\_\_\_\_  
 Address \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
 Starting Salary Php \_\_\_\_\_ Last Salary Php \_\_\_\_\_  
 Entry Position \_\_\_\_\_ Rank \_\_\_\_\_  
 Last Position Held \_\_\_\_\_ Rank \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 May we contact your latest employer for verification? Yes \_\_\_ No \_\_\_ If no, when is it possible to conduct verification? \_\_\_\_\_

Previous Employer/Company \_\_\_\_\_ Nature of Business \_\_\_\_\_  
 Address \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
 Starting Salary Php \_\_\_\_\_ Last Salary Php \_\_\_\_\_  
 Entry Position \_\_\_\_\_ Rank \_\_\_\_\_  
 Last Position Held \_\_\_\_\_ Rank \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Previous Employer/Company \_\_\_\_\_ Nature of Business \_\_\_\_\_  
 Address \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
 Starting Salary Php \_\_\_\_\_ Last Salary Php \_\_\_\_\_  
 Entry Position \_\_\_\_\_ Rank \_\_\_\_\_  
 Last Position Held \_\_\_\_\_ Rank \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

## CHARACTER REFERENCES

(Please declare minimum of 3 character references)

Name	Relationship	Company/Position Title	Contact Numbers
1.			
2.			
3.			

If hired, how soon can you start? \_\_\_\_\_ Salary Expectation \_\_\_\_\_

## DECLARATIONS

Do you have any relative/s employed or connected in any way with SEAMEO INNOTECH? Yes \_\_\_ No \_\_\_  
 If yes, please provide details \_\_\_\_\_  
 Have you ever been connected with/contracted by/worked for SEAMEO INNOTECH? Yes \_\_\_ No \_\_\_  
 If yes, please provide details \_\_\_\_\_  
 Do you have any other existing employment/contract/business aside from your current employer? Yes \_\_\_ No \_\_\_  
 If yes, please provide details \_\_\_\_\_  
 Do you have any past, present or pending court case? Yes \_\_\_ No \_\_\_  
 If yes, please provide details \_\_\_\_\_  
 Have you had any major illness, accident or surgery that required confinement in the past 2 years? Yes \_\_\_ No \_\_\_  
 If yes, please provide details \_\_\_\_\_

## IMPORTANT NOTE

(Please read this carefully)

- I hereby certify that data given above are true and correct. I authorize SEAMEO INNOTECH and any of its representative/s the right to verify all information given here.
- I understand and accept that any false or inaccurate statement, any misrepresentation or facts or any omission deliberately made in this Job Application Form shall be sufficient cause for my application to be rejected, or, if accepted, for my employment to be disengaged anytime.

Applicant's Signature

Date Accomplished