



APPLICATION FOR EMPLOYMENT (NON-TEACHING)

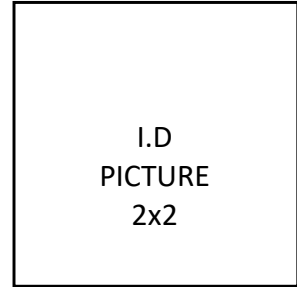
Document No. : FM-HR-03-01

Effective Date: July 28, 2017

MAPUA UNIVERSITY

Intramuros, Manila Philippines

Office of the Human Resources Development



N.B. This form is neither a contract nor a pledge of employment

POSITION APPLIED : _____

Date Filed : _____

PERSONAL DATA

Name : _____ Surname _____ Given Name _____ Middle Name _____
Birthdate : _____ Birthplace : _____
Home Address: _____
Provincial Address: _____
Residence Tel. No. _____ Cellular Phone No. _____
SSS No.: _____ TIN No.: _____
Philhealth No. : _____ BIR Status: _____

FAMILY BACKGROUND

(pls. state if deceased)

Table with 7 columns: Name, Birthdate, Occupation, Position, Company, Highest Educational Attainment, School. Rows include Spouse, Offspring, Father, Mother, Siblings.

EDUCATIONAL BACKGROUND

Table with 4 columns: School, Degree, Inclusive Dates (To, From), Honors / Awards / Recognition.

What honorary and technical fraternities or association were you a member of? _____
What organizations and activities did you join and participate in? _____
What Professional Exams did you pass? _____ When? _____



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WORK EXPERIENCE

Name of Company	Office Address	Positions Held	Inclusive Dates		Telephone No.	Time of Work	Reason for Leaving	Salary
			From	To				

FURTHER INFORMATION

What license do you possess? _____

What technical and honorary clubs or association do you belong at present? _____

What position do you held in the above clubs and organization? _____

What are your special skills? _____

Who referred you to the institute? _____

State the name of your relatives/friends who are presently employed in this school, (if any) _____

How do you describe yourself? _____

What are your hobbies? _____

What other forms of recreation do you indulge in? _____

Are you a Bankard credit card holder?

Yes No.

If yes, under the terms and conditions of Bankard credit cards, MIT as a YGC Company may make the necessary deductions to cover any unpaid balance from the final pay of the employee, in case of separation from employment.

LITIGATION INVOLVEMENT

Have you ever been involved in any case involving police action? Yes () No ()

Have you ever been involved in any case involving police blotter? Yes () No ()

If yes, please cite specifics _____

Date of involvement _____

Civil Case _____ Nature: _____ Date: _____

Administrative case _____ Nature: _____ Date: _____

REFERENCES



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Name	Position	Company	Address	Telephone No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

It is understood and agreed:

1. I may be required to undergo and pass a pre-employment examination to be administered by the Office of the Human Resources Development and failure to pass will disqualify me from employment in the University.
2. That information given in this application may be subject to verification from outside resources.
3. The application will be coursed through the required processing procedures, personal interviews and other requisites.
4. That this application is submitted with full knowledge, understanding and acceptance of the terms and conditions covering application for admission as probationary instructor in the University.
5. All information given and statements made in this application are true and correct, shall be used only for legitimate purposes specifically for application for employment and shall be processed only by authorized personnel in accordance with the Data Privacy Policy of the University.
6. That any misinterpretation or omission of facts made during this application will be sufficient ground for dismissal or denial of application for employment. I hereby certify that I have personally answered the foregoing information sheet and that I vouch for and verify the truth of the data stated.

Signature of Applicant

Date Submitted:

SCHEDULE/S

for appointments : Examination :

Date : _____

Place : _____

Interview :

Date : _____

Place : _____

Others :

Date : _____

Place : _____

Clearance submitted appended/attached to this application

1. NBI Clearance
2. Police Clearance Police District where applicant has resided within last two (2) years
3. Barangay Clearance
4. Copies of:
 - 4.1 College diploma and/or post graduate diploma
 - 4.2 Transcript of Academic Record
 - 4.3 Licensure (PRC) certificate, if any
 - 4.4 PTR (if in practice of profession)
5. Medical Certificate
6. SSS form E-1
7. Tax Identification Number
8. Two (2) 2x2 and 1x1 ID Pictures
9. Clearance/Certificate of Employment from previous employer

Disclaimer

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