

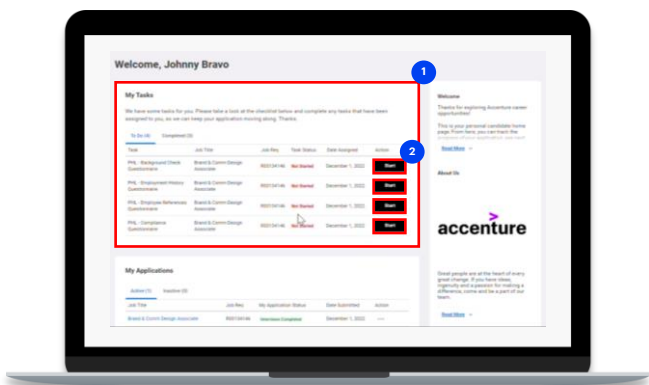
How to Answer: Compliance-Related Questionnaires

You need to answer all of the questionnaires in preparation with your Background Check as follows:

- Background Check Questionnaire
- Employee History Questionnaire
- Employee References Questionnaire
- Compliance Questionnaire



- Please ensure that all information are **COMPLETE** and **CONSISTENT** with the prior declaration at application stage along with your responses on the compliance related questionnaires.
- Ensure to review answers to the compliance related questionnaires since upon clicking submit you will be no longer be able to edit your responses.
- If there are modifications to your previous responses, kindly reach out to your recruiter.
- Any inconsistencies with your responses will result to delays in your application.
- Furthermore, any intentional misrepresentation done may be used as grounds for cancellation/withdrawal of your Employment Contract.



In preparation for your Background Check (BGC) process.

1. You will receive these Tasks in Workday.
2. Click on Start button and supply all required information on each questionnaire.

1. Indicate **COMPLETE NAME** of the **School/University** of your Highest Education of attainment. Abbreviation of the School name is invalid. (i.e., UP vs. University of the Philippines, Diliman)

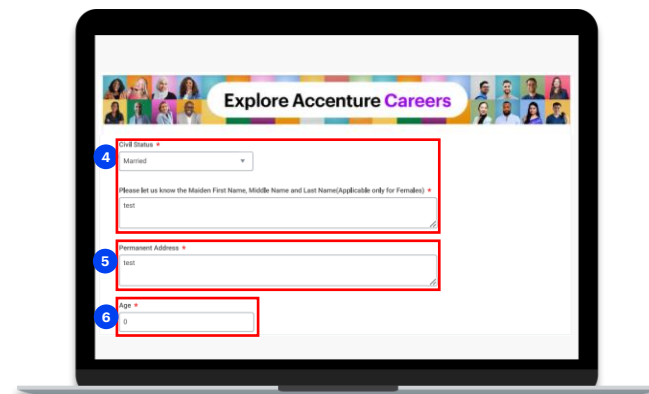
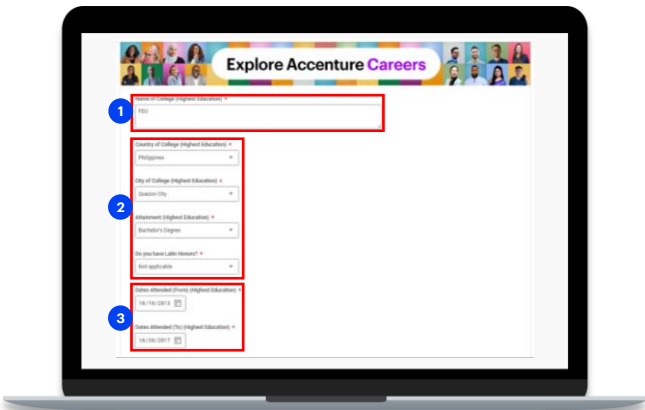
2-3. Please declare your **TRUE Educational Attainment:**
Declare the correct and factual Education details:

- School Address
- Dates Attended From and To:

Education declaration order:

Highest Education should be declared first and other education on the succeeding fields as applicable.

- For **New Associate to Associate Managers** hires - declare only the highest educational attainment.
- For **Managers and Directors** - Declare all educational attainment except for High School.



4. Indicate **Correct Civil Status**
Provide Maiden Name for Married Females
5. Indicate **Correct Permanent Address.**
6. Indicate **Correct Age.**

Note: All fields with asterisks are required fields and will not proceed if not completed.

How to Answer: Employment History Questionnaire



For all candidates without previous employment type in "Not Applicable" on all the required fields and date fields as 01/01/1901.

3. Employment Dates FROM and TO:

Ensure to declare the **accurate employment dates**. Write down employment dates and other details prior to answering the BGC questionnaires.

For currently employed: Kindly indicate the effectivity date of your resignation or end date in the **Date of Employment To:** field.

1. For Managers to Directors - Provide all the employers for the last 10 years.

For New Associate to Associate Managers - Provide the last 3 employers within the last 5 years.

Declare the **latest** employment in the **Company (1)** field, then followed by the previous employers from latest to later according to the employment date.

Indicate the **CORRECT and COMPLETE COMPANY NAME**.

Shortening/Abbreviating of the Company name is **invalid**. If the company is widely known for its abbreviated name, ensure to indicate the correct abbreviation.

Examples of **Incorrect abbreviation**:

Accenture - ACN
Convergys - CVG

Examples of **Acceptable/known company abbreviation**:

PLDT
ABS-CBN

2. Declare the correct and factual employment details:

Position/Title
Employee ID

If you do not have previous employment type in **"Not Applicable"** on all related fields.

4. Employment Status field

This is a free text field. Ensure to fill-in the status based on the recommended format below:

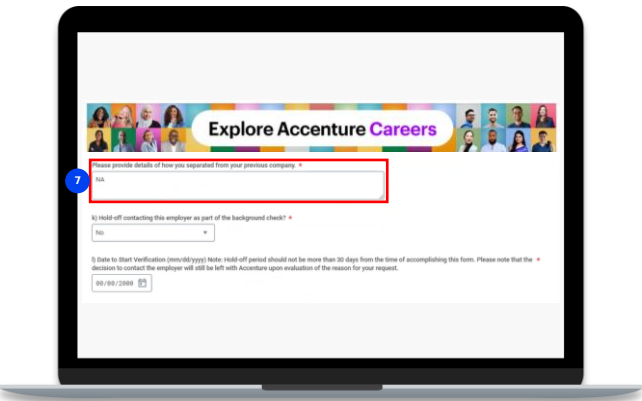
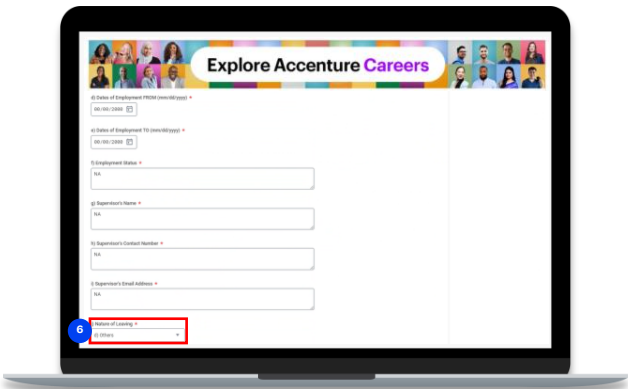
Freelance
Part time
Subcontractor
OJT/Intern
Probationary Employee
Regular Employee

5. Indicate Supervisor's Name, Contact Number and Email Address.

How to Answer: Employment History Questionnaire

6. Nature of Leaving

Kindly ensure to declare the **FACTUAL NATURE OF LEAVING**, regardless of the nature of leaving. You should be truthful on the declaration as you will be given fair judgement, adjudication and opportunity to explain yourself via an explanation letter as needed.



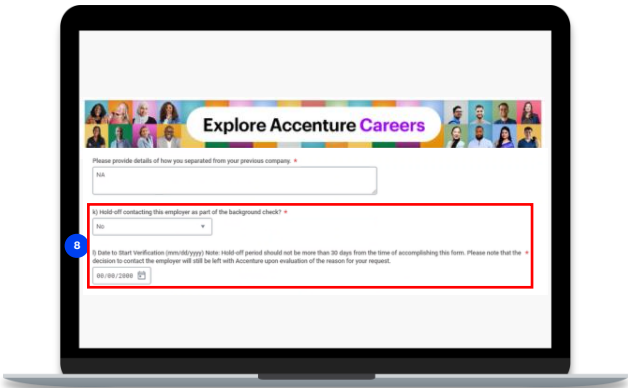
8. Hold off contacting employer field: Date to Start Verification:

Should there be a hold off request, please know that hold off period should not be more than 30 days from the time of accomplishing the form and the decision to contact the employer will still be left with Accenture upon validation of the reason of hold off request.

If you're **currently employed** please indicate 30 days prior your last day with your current company in the **Date to Start Verification** field.

7. Details of how you separated from your previous company field:

You may indicate here the details based on your **NATURE OF LEAVING**. You need to be **HONEST** on your declaration since it is contingent on your employment at Accenture. Any found misrepresentation can be grounds to cancellation of contract.



How to Answer: Employment References Questionnaire

Who are required to undergo Reference Check?

- All candidates hired at Accenture except those without working experience.
- For those **without working experience** kindly indicate “**Not Applicable**”.

1. References:

Please provide your 3 professional references who were your immediate supervisors from previous company/ies you have worked with. These information will be used for background check process.

Kindly provide the correct contact information of the references you provided so they can be contacted by the background check team.

How to Answer: Compliance Questionnaire

1. Statement on the submission of Proof of Education:

Note: One of the requirements for your application and employability at Accenture is to undergo and pass the Background Check. As such, you will be required to provide a copy of **Transcript of records, College Diploma or Certificate of Graduation** and other additional documents (as necessary) to complete the said checks.

By selecting “**I Agree**”, this will allow Accenture to perform the necessary Background Check Verification in order to proceed with your application.

2. SEC/DTI Check fields:

Applicable only to candidates being offered a role at job profile **Manager to Associate Director**.

All other candidates at other management levels, please indicate “**Not Applicable**”.

If you have been offered a Manager to Associate Director role, and have **NOT** owned, been an officer, director, incorporator and shareholder of any business registered with the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC), please select – “**Not Applicable**” in the required fields.

If Manager to Associate Director is an officer, owner, director, incorporator, or shareholder of any business registered with Trade and Industry (DTI) and/or Securities and Exchange (SEC) - please ensure to provide the complete Business details.