

CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY
HUMAN RESOURCE DEPARTMENT
N. Bacalso, Ave., Cebu City

Attach
recent 2x2 photo
here

APPLICATION FOR EMPLOYMENT

Position Applied: _____

College / Department: _____

PERSONAL DATA					
Last Name	First Name	Middle Name	Sex	Nickname	
Present Address	No.	Street	City	Province	Contact Nos.
Permanent Address	No.	Street	City	Province	Contact Nos.
Date of Birth	Place of Birth			Age	Religion
Citizenship	Civil Status			Height	Weight (In Kgs.)
If married, Spouse Name				Occupation / Name of Employer	
No. of Children		No. of Dependent Children		No. of Other Dependents	
Father's Name				Occupation / Name of Employer	
Mother's Name				Occupation / Name of Employer	
Brother's and Sister's Name				Occupation / Name of Employer (if any)	
1.				1.	
2.				2.	
3.				3.	
4.				4.	
5.				5.	
6.				6.	
7.				7.	
8.				8.	
Languages spoken and understood:					
Special Skills and Talents:					
Hobbies and outside Interest including civil activities:					

E D U C A T I O N B A C K G R O U N D			
School Attended	Name and Address of School	Dates Attended (From-To)	Year / Course Completed
Elementary			
Secondary			
College			
Graduate			
Post-Graduate			
Others			

M E D I C A L B A C K G R O U N D	
Present conditon of health:	
Have you had any illnesses, hospitalization or accidents in the past two years? _____ If so, please specify illness, date etc.	
Physical defects, if any:	Any distinguish mark/s:

A F F I L I A T I O N S		
Name of Organization	Position Held	Inclusive Dates

W O R K E X P E R I E N C E				
Note: Please start with the lastest and/or present job				
Name and Address of Employer	Designation	Date of Employment	Salary	Reason of Leaving

PERSONAL REFERENCES			
Name	Company Name	Address	Contact Nos.

GENERAL INFORMATION		
Have you applied in CIT-U before?	When?	What college/department?
Kinds of Exams Taken	Date Taken	Ratings

ACHIEVEMENTS (e.g. honors/titations/awards, etc.)

Person to be notified in case of emergency:	
Name: _____	Relation: _____
Address: _____	Contact Nos.: _____
Please state reason/s why you want to work in CIT: _____	

<p>I certify that all information given before are true and correct to the best of my knowledge, and hereby authorize the school to verify the said given information. I further understand that any false statement may hamper my application and/or may be ground for my separation from the service of this institution. I authorize CIT-U to conduct employment verification including but not limited to my previous company, current work and character references reflected in my application/resume.</p>	
<p>_____</p> <p>Signature Over Printed Name</p>	<p>_____</p> <p>Date Filed</p>

<p>Comments: (to be filled-up by the HRD)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>_____</p> <p>Signature Over Printed Name</p>	<p>_____</p> <p>Date Filed</p>