



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE NO. \_\_\_\_\_

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## ALIEN EMPLOYMENT PERMIT APPLICATION FORM

Please supply all required information. Misrepresentation<sup>1</sup>, false statement or fraud in this application or in any supporting document is ground for denial/ revocation/cancellation of the permit.

I. TYPE OF APPLICATION: [ ] NEW [ ] RENEWAL

### II. PERSONAL DATA

Name: \_\_\_\_\_  
(Last name) (First name) (Middle name)  
Nationality: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_ TIN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Passport No. \_\_\_\_\_ Place of Issuance: \_\_\_\_\_ Issuance Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Visa: \_\_\_\_\_ Visa Validity: \_\_\_\_\_  
Highest Educational Attainment<sup>2</sup>: Basic [ ] Intermediate [ ] Advanced [ ] Course of Study: \_\_\_\_\_  
Address in the Philippines: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Permanent Address Abroad: \_\_\_\_\_

### III. PRESENT EMPLOYMENT:

Position: \_\_\_\_\_ Place/s of Assignment: \_\_\_\_\_  
Name of Company/Employer: \_\_\_\_\_  
Address of Company/Employer: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Nature of Business \_\_\_\_\_ Total No. of Employees \_\_\_\_\_ Total No. of FN \_\_\_\_\_

### IV. EMPLOYMENT HISTORY IN THE PHILIPPINES: (Please attach additional sheet if necessary)

Employer's Name and Address	Position	Duration of Employment

Have your application for AEP been previously denied? yes [ ] no [ ] When? \_\_\_\_\_

Have your AEP been previously cancelled/revoked? yes [ ] no [ ] When? \_\_\_\_\_

Please state reason for denial/cancellation/revocation: \_\_\_\_\_

What actions have you taken? \_\_\_\_\_

V. **DECLARATION:** I declare that the statements made in this application are true and correct to the best of my knowledge and belief and I will abide by the Philippine laws, rules and regulations.

\_\_\_\_\_  
Name and Signature of the Applicant

\_\_\_\_\_  
Date

VI. **ENDORSEMENT BY THE EMPLOYER:** I certify that all the information written above are true and correct and currently I employ<sup>3</sup> \_\_\_\_\_ Filipino national/s and \_\_\_\_\_ foreign national/s.

\_\_\_\_\_  
Name and Signature of Employer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

<sup>1</sup> Misrepresentation of facts in this application includes fraudulent misrepresentation i.e., false statement that has a negative effect in the evaluation of the application made knowingly, or without belief in its truth, or recklessly whether it is true or false.

<sup>2</sup> Basic – Elementary and High School; Intermediate – College; Advance – Masteral and Doctoral

<sup>3</sup> Number of Filipino and foreign national employed in the company