# Access solutions Multi-purpose Cooperative

**EMPLOYEE INFORMATION SHEET**

## Personal Information

Name:

SURNAME GIVEN NAME MIDDLE NAME

Civil Status:

Birthplace: Birthdate: MM DD YY Sex: Weight: Citizenship: Height: Present Address:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Permanent Address:

Personal Contact No/s. Telephone No:

SSS No (10 digits): Pag-Ibig No (12 digits): PhilHealth No. (12 digits): TIN (9/12 digits):

Contact Person in case of Emergency: Contact No.:

Address: Relationship:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

***Employment Information***

Date Hired: Position:

Store Assignment: Area Supervisor:

## Family Background

Spouse Name: Contact No/s.:

Occupation:

|  |  |  |
| --- | --- | --- |
|  | **CONTACT NUMBERS** | **OCCUPATION** |
| Mother: |  |  |
| Father: |  |  |
| Siblings: |  |  |
|  |  |  |
|  |
|  |  |  |
|  |  |  |

## Educational Background

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL NAME** | | | | | | | **SCHOOL YEAR** | **COURSE TAKEN** | | |
| Tertiary: |  | |  | |  | |  |  |  |  |
| Vocational: | |  | |  | |  |  |  | | |
| Secondary: | | | | | | |  |  | | |
|  |  |  |
| Primary | | | | | | |  |  |  |  |
|  |  |  |

1. **Social Media Accounts**

Personal E-mail address (Gmail/yahoo/outlook):

Facebook Account: Viber No.:

Others:

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Additional Information

Barangay: Brgy. Captain’s Name:

Draw house sketch from nearest landmark/s in the space provided.

*I hereby certify that the above information given are true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or omission of any facts may cause for my termination whenever discovered.*

## Signature over Printed Name/ Date

*By signing this document, I am granting ACCESS SOLUTIONS MULTI-PURPOSE COOPERATIVE the permission to carry out an initial background investigation, and any further background checks they find necessary, during the entire recruitment process of this “Organization.”*

**Signature over Printed Name/ Date**