

# EMPLOYMENT APPLICATION

Please complete this application form and ensure that all information required are supplied in correct and full details. If questions are not applicable, write "N/A", write "Unknown" only if you do not know the answer and cannot obtain the answer from personal records. The statements made herein are classified and treated as CONFIDENTIAL.

POSITION APPLIED FOR	DATE OF APPLICATION
----------------------	---------------------

PERSONAL INFORMATION			
NAME <small>(Last Name, First Name, Middle Name)</small>		EMAIL ADDRESS	
ADDRESS		MOBILE NUMBER	
GENDER	CIVIL STATUS	CITIZENSHIP	RELIGION
HEIGHT <small>(Feet &amp; Inches)</small>	WEIGHT <small>(Pounds)</small>	LANGUAGE SKILLS <small>(Languages/dialects fluent in-spoken and written)</small>	
SSS NUMBER	TIN	PAG-IBIG NO.	PHILHEALTH NO.

FAMILY BACKGROUND				
<i>List your spouse (if married), children (if any), father, mother, and siblings. If the space provided is not sufficient, please write in your resume.</i>				
Name	Relationship	Age	Occupation/Employer	Home Address

EDUCATION				
Level	From	To	School Name/Address	General Ave/Awards
PRIMARY				
SECONDARY				
TERTIARY Course:				
OTHERS				

EMPLOYMENT RECORD				
Employer Name/Address/Contact Nos.	Position Title	Inclusive Dates	Ending Salary	Reason for Leaving

OTHER QUALIFICATIONS
INTERESTS/HOBBIES/SPORTS
OTHER SKILLS

REFERENCES			
<i>List three persons, (Present/Former Immediate Superior/Work Colleague/Neighbor) not related to you who are familiar with your character, qualifications, and competence who Center for Educational Measurement, Inc may contact any time.</i>			
Full Name	Address/Tel Nos.	Position/Title/Employer	Years Acquainted

Are you related to any employee or officer in this Company? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, TO WHOM?	RELATIONSHIP
WHO RECOMMENDED YOU?	EARLIEST JOINING DATE & ACCEPTABLE SALARY

EMERGENCY CONTACT			
Full Name	Relationship	Contact Nos.	Address

*I hereby certify, to the best of my knowledge and belief that all information written and submitted in support of this application are true, correct, and complete. I understand that any false or incomplete details made herein or in any other documents requested by Center for Educational Measurement, Inc. renders an employee to termination of application, service, or dismissal. I understand that I must notify the Office of the Human Resources of any change in my personal information and other pertinent Information.*

*I give my consent to the Center for Educational Measurement, Inc. to collect, process, store, retain, update, retrieve, my personal information and sensitive personal information indicated in my employment application records. I undertake that I was informed that the data that may be taken manually or automatically when employed are necessary for the processes of Human Resources. That the HR department or any of its personnel, can access and validate the data given in my application and future employment records. The processing of said information may be made through the internal database, online, cloud storage or through a sub-contractor. I was made aware of my rights as a data subject under the Data Privacy Act of 2012.*

*Permission is hereby granted to Center for Educational Measurement, Inc. to send information or material such as but not limited to recruitment campaign, newsletter, or announcements.*

*By Signing below, I also allow CEM to conduct and agree to cooperate in background investigation that will be done by the company as necessary based on the information given above.*

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
DATE