SEDP – SIMBAG SA PAG-ASENSO, INC. ( A Microfinance NGO )

The Chancery, Cathedral Compound

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E-mail Address: [simbag\_sedp@yahoo.com](mailto:simbag_sedp@yahoo.com) Website: [www.sedp.ph](http://www.sedp.ph/)

APPLICATION FOR EMPLOYMENT

Please read before filling-out the

***I am willfully and freely giving my consent to use my personal and sensitive information containing in this form and in documents submitted for the purposes of my***

INSTRUCTION: *Please print all information requested except signature.*

Position applied for

Name: Last Name First Name Middle Name

Permanent Address: Street Barangay Municipality City Zip Code

Present Address: Street Barangay Municipality City Zip Code

Date of Birth Age Gender Religion Civil Status Single parent Live in if Married: Civil Church Have you received the Sacrament of Baptism Yes No

Telephone/Cellular Phone Number Email Address

How did you learn about the position?

Referred by: Agency Radio Ad Name Name Station

Have you applied previously to SEDP? Yes No if yes, date:

*Family members/relatives working with Social Action Center (SAC) or SEDP-SIMBAG SA PAG-ASENSO INC.(If Any)*

Name Relationship

*Family members/relatives working with Bank/Microfinance Institution or other lending institution:*

Name Company/Institution Relationship

Do you have a valid driver’s license? Yes No If yes, Professional Non-Professional What is your desired salary?

**EDUCATION**

Post Graduate: Year Graduated: Bachelor’s Degree: Year Graduated: Vocational/Non-Formal: Year Graduated:

# EMPLOYMENT HISTORY

Please provide all employment information for your past four employers starting with the most recent.

|  |  |
| --- | --- |
| Employer (Most Recent): | Position held: |
| Address: | |
| Supervisor’s Name/Position Title: | Tel/CP No. |
| Dates Employed: From: To: | Salary |
| **Job Summary:** | |
| **Reason for Leaving** | |

|  |  |
| --- | --- |
| Employer: | Position held: |
| Address: | |
| Supervisor’s Name/Position Title: | Tel/CP No. |
| Dates Employed: From: To: | Salary |
| **Job Summary:** | |
| **Reason for Leaving** | |

|  |  |
| --- | --- |
| Employer: | Position held: |
| Address: | |
| Supervisor’s Name/Position Title: | Tel/CP No. |
| Dates Employed: From: To: | Salary |
| **Job Summary:** | |
| **Reason for Leaving** | |

|  |  |  |  |
| --- | --- | --- | --- |
| Allergy | Arthritis | Pulmonary Tuberculosis | Hypertension |
| Thyroid Disease | Diabetes Mellitus | Liver/Gallbladder Disease | Kidney Disease |
| Chest/Heart Problems | Blood Disorder | Psychiatric Disorder | Cancer |
| Frequent headache | Genetic Disorder | Ear Trouble | Nose/Throat Trouble |
| Eye trouble | Typhoid fever | Endocrine Disorder | Hernia |
| Head/Neck Injury | Fainting spells/seizures | Chronic Cough | Peptic Ulcer |
| Abdominal Trouble | Urinary Trouble | Sexually Transmitted Disease | Malaria |
| Any repatriation | Asthma |  |  |

# ON DATA PRIVACY

**MEDICAL HISTORY**

Describe your current state of health: Very Good Good Average Poor Pregnant *(female only)*

***Please check below if you experienced/suffered from any of the illnesses listed below:***

Have you undergone surgeries/operation/s? Please specify:

Medical Illness taking maintenance medication Do you smoke cigarettes: Yes No Do you drink liquor/alcohol? Yes No; How often

As part of the Data Privacy Act of the Philippines (Republic Act No. 10173);

Any and all personal information related to you which may come into the Institution’s possession and/or control during the

processing of your job application shall be used for the following purposes:

1. Processing your job application which shall be based on the information you provide the Institution. This shall be used to determine your qualification and/or eligibility for the position which you are applying for hence you should ensure the accuracy and authenticity of all your given personal information;
2. That the applicant shall provide the data to be used for the enrollment to government mandated agencies like SSS, Pagibig, Philhealth and in securing Tax Identification Number upon hiring.
3. The institution will retain applicants’ personal data for one (1) year;
4. The Institution may use Applicant’s Personal Data for possible referrals or employment opportunity to its related institutions such as SEDP-MPC, SEDP MBA, SAC and to other Diocesan Offices;
5. Background investigation to determine your qualification as (Ex.: Community Development Worker). In line with this, SEDP may verify the following personal information to the HR Department of the applicant’s previous company such as the name, position, salary and character of the applicant.
6. The types of information to be verified with the above-enumerated entities involve personal information and/or sensitive personal information. Please be informed that as a data subject, you have the right to access and correct the information, in case of inaccurate or incomplete data.

# APPLICANT CONSENT

Please read carefully and sign

Submitting my information signifies that I have read and understood the above policy and expressly consent to the processing of my personal and/or sensitive personal information in the manner and for the purpose provided in this notice. I understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Protection Act of 2012.

I understand that any fraudulent information I declare may result to my disqualification from employment.

Name & Signature of Applicant Date Signed: