

AMA COMPUTER COLLEGE INC.

AMA GROUP OF COMPANY

Pre-Employment Requirements Form

NAME: POSITIO	DATE:		
DESCRIPTION*	QTY	VALIDATED BY	REMARKS/DATE RECEIVED
ESSENTIAL REQUIREMENTS:			
Government Mandated Identification Number			
SSS Identification Number (E1, E4 or ID)	1		
■ Tax Identification Number (1902, 2305 or ID)	1		
Philhealth Identification Number (PMRF or ID)	1		
■ HDMF/PAGIBIG Identification Number (MRF or ID)	1		
Educational and Occupational History			
■ Transcript of Records	1		
■ Diploma	1	 _	
■ Certificate of Employments	1	 _	
■ Professional License, if required	1		
Identity and Dependents' Validation			
■ NBI Clearance	1		
■ Birth Certificate	1	 _	
Marriage Certificate, if any	1		
Dependent's Birth Certificate, if any	1		
■ 1x1 Picture, White Background**	2		
■ 3R-Half Body, White Background (Corporate Attire)**	2		
Medical and Health Validation			
Medical Certificate (from accredited Health Provider,	1		

■ Certificates of Awards and Recognition

Background Check Form

From 2 different previous employer

OJT immediate Supervisor or HR

University/School/Colleges/Institution you

finished your Bachelors Degree. (Previous Professor, Dean, Organization Adviser)

For no work experience yet

OTHER ESSENTIAL REMINDERS:

Other Credentials

SECONDARY REQUIREMENTS:

■ Certificates from Trainings

Others

1. **Strictly maximum of 5 working days is given** to process your Pre-Employment Requirements. Kindly submit your complete requirements on or before ______. Delay of completion of requirements may affect your application status. (*This instruction depends on the urgency of the position.*)

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2. Should you have any queries kindly contact us in Tel No. 737-5531/5533 Mobile No. 0926-6646-095 or you may email us at hr-recruitment@amaes.edu.ph.

CHARACTER REFERENCE:

NOTE: At least 2; we prefer former immediate supervisor or former professor, if fresh graduate

NAME	POSITION	COMPANY	CONTACT NUMBER

HRD – F003 Pre-Employment Requirements Form

^{*}Please bring original documents Pre-Employment