

**PERSONAL AND WORK INFORMATION**

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| --- | --- |
| **PERSONAL INFO** | |
| **Name** |  |
| **Email Address** |  |
| **Mobile Number** |  |
| **Address** |  |
| **WORK INFO** | |
| **Company Name** |  |
| **Address** |  |
| **Tel Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor’s Name** |  | | |
| **Tel #** |  | **E-Add:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Person** |  | | |
| **Tel #** |  | **E-Add:** |  |

|  |  |
| --- | --- |
| **Date Hired** |  |
| **Date Started** |  |
| **Target Date to finish OJT** |  |
| **Work Schedule** |  |
| **Estimated # of Hours of Work** |  |
| **Job Position** |  |
| **Job Description** |  |

**Prepared by:**

Signature Over Printed Name by Intern

**Checked and Approved by:**

Signature Over Printed Name by Supervisor