

NELTEX

DEVELOPMENT CO., INC.

PRE-EMPLOYMENT
REQUIREMENTS CHECKLIST

Date:

NAME:

POSITIONS:

Please submit the following:

1. SSS Number (E1/E4/ID)
2. TIN Number (1905/2305)
3. Philhealth Number
4. Pag-ibig Number
5. BIR Form 2316 (ITR)
6. Photo: 2 pcs 2x2 red background
2 pcs 1x1 red background
7. Birth Certificate
8. Marriage Contract (if married)
9. Cedula
10. Transcript of Record and Diploma
11. NBI or Police Clearance
12. Medical *w/ drug test & hepa B*
13. Certificate of Employment or Clearance from last employer
14. Driver's License
15. PRC License