



APPLICATION SHEET

Data Protection:

The Institute will use the information provided below with respect to the application for recruitment and selection and employment purposes only. The information you give us will be kept confidential and will not be disclosed to third parties without prior consent except when necessary to confirm factual information provided by you. Access to sensitive personal data is strictly controlled and confined to Human Resources staff with responsibilities in these areas.

Personal Information

| | | | |
|-------------------|-----------------------|---------------------|-----------------|
| Date | Position Applying for | Job Opening Source | Expected Salary |
| Surname | First Name | Middle Name | Nickname |
| Present Address | | | Tel. No. |
| Permanent Address | | | Tel. No. |
| Birthdate | Nationality | Hobbies / Interests | |
| Sex | Mobile Number | Email Address | |

Family Background (Please use additional sheets if needed)

| | Name | School or Employer/Occupation/Level |
|----------|------|-------------------------------------|
| Father | | |
| Mother | | |
| Spouse | | |
| Siblings | | |
| | | |
| | | |
| | | |
| Children | | |
| | | |
| | | |

Educational Background - Schools Attended

| Level | School/Institution/College | Degree Obtained | Date/Year Attended | Honors/Awards/Rating |
|---------------|----------------------------|-----------------|--------------------|----------------------|
| Post Graduate | | | | |
| Tertiary | | | | |
| Vocational | | | | |
| Exams Taken | | | | |

Title/Professional License: _____ PRC # _____

Employment History (start from the most recent)

| From | To | Employer's Name & Address | Position | Salary | Reason for Leaving |
|------|----|---------------------------|----------|--------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Seminars/Trainings/Special/Recent Studies/Certifications (Last 5 years)

| Seminar/Workshop/Course Title | Conducted/Sponsored by | Venue | Inclusive Date |
|-------------------------------|------------------------|----------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Language Spoken | | Special Skills | |

Declarations

Do you have any relative/s employed or connected in any way with the AIM, the AIM-SRF and/or AIM BOI?

Yes ___ No ___ If yes, please provide details. _____

Have you been interviewed for a job opening by the AIM, the AIM-SRF and/or the AIM BOI in the past?

Yes ___ No ___ If yes, please provide details. _____

Have you been connected with /contracted by/ worked for the AIM, the AIM-SRF and/or the AIM BOI?

Yes ___ No ___ If yes, please provide details. _____

Do you have any other existing employment/contract/ business aside from your current employer?

Yes ___ No ___ If yes, please provide details. _____

Do you have any past, present or pending criminal or administrative case your involved with?

Yes ___ No ___ If yes, please provide details. _____

Have you had any major illness (physical or mental), accident or surgery that required confinement in the past 2 years?

Yes ___ No ___ I prefer not to disclose ___

Person To Be Notified in Case of Emergency

| | |
|--------------------|----------------------|
| Name: _____ | Address _____ |
| Relationship _____ | Contact Number _____ |

I hereby certify under the penalties of perjury that all information given above is true. I give the **ASIAN INSTITUTE OF MANAGEMENT** the right to check out all information given here. I understand and accept that any false or inaccurate statement, any misrepresentation of facts or any omission deliberately made in this Application Form shall be sufficient cause for my application to be rejected or, if accepted, for my employment to be terminated anytime

Applicant's signature over printed name

Date