

	<b>ENTERPRISE CORE SERVICES FORMS</b>	Date Effective <b>March 01,2013</b>
DEPARTMENT:HRD	TITLE	FM_HRD_AHI_005.0
SECTION:RECRUITMENT	Employee Data Sheet	

2650 A. Bonifacio St., Bangkal, Makati City  
Employee Data Sheet (EDS)

DESIRED POSITION: ACCOUNTING ASSISTANT DESIRED SALARY: 14,000 - 16,000  
CONTACT NUMBER/S: DATE: 2017-11-10

Surname: Dela Cruz		Given Name: Juan		Middle Name		Nick Name	
City / Present Address: Muntinlupa City Muntinlupa City				Provincial Address: Philippines			
Birth Date: August 17, 1990	Birth Place			Age 27	Sex Male	Height	Weight
Civil Status: Single	(X)	( )	( )	( )	Citizenship		Religion
SSS Number:		TIN:		Pag-ibig Number:		Philhealth:	

#### IF MARRIED

Name of Spouse:		Age:	Occupation:		
Name of Children:		Age:	Age:		
Father's Name:	Age:	Occupation:	Mother's Name:	Age:	Occupation:
Brother's / Sister's:	Age:	Occupation:	Brother's / Sister's:	Age:	Occupation:

#### EDUCATIONAL ATTAINMENT

EDUCATION	INSTITUTION	INCLUSIDVE DATE		COURSE DEGREE FINISHED	HONORS / AWARDS
		FROM	TO		
Tertiary	Don Bosco	2004	2008	Graduated	

#### WORK EXPERIENCE

COMPANY	POSITION	INCLUSIDVE DATE		NO OF YEARS / MONTHS	SALARY	REASON FOR LEAVING
		FROM:	TO:			

#### TRAINING/SEMINARS ATTENDED

COURSE/PROGRAM TITLE	CONDUCTED/SPONSORED BY	DATE
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#### EXTRA CURRICULAR ACTIVITIES

Name of Organization	Position	Date
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#### FRIENDS OF RELATIVE CONNECTED TO ARMADILLO HOLDINGS, INC.

Name	Relation	Position	Branch/Dept.
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#### CHARACTER REFERENCES (Not related to you or former employer)

Name	Organization	Position	Contact Number
Daisy Dela Cruz			

LANGUAGE/DIALECT SPOKEN:		
HOBBIES/INTEREST:		
MACHINE OPERATED:		
SPECIAL TALENT/SKILLS:		
DO YOU HAVE A DRIVER'S LICENSE? ( )Yes ( X )No	Type of License: ( )Non-Pro ( )Professional ( )Student	
DO YOU HAVE ANY PROFESSIONAL REGULATION COMISSION (PRC) LICENSE? ( )Yes ( X )No		
Type of license:	License #	Date of Expiration:
HAVE YOU BEEN ILL FOR THE PAST 6 MONTHS? ( )Yes ( X )No		
If yes, type of illnes?		
HAVE YOU EVER BEEN TRIED IN COURT? ( )Yes ( X )No ( )Aquitted ( )Found Guilty		
HOW DID YOU LEARN ABOUT THIS JOB OPENING? Jobstreet - Advertising		
WHEN CAN YOU START? ASAP		
If referral, who referred you to this company?		

I understand that any misrepresentation or any omission of facts or whatever nature required by this application shall be considered sufficient cause of dismissal at any time during employment with ARMADILLO HOLDINGS, INC.

If employed, I promise to undertake and abide all rules and regulations standards, prescribed by this Company. I undertand and agree that any deviation, violation from any company rules, policies, procedures and code of discipline, established practises is a sufficient ground for termination of my service from the company.

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Signature of Applicant