

	<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: -  
CONTACT NUMBER/S: 8501234 DATE: 2017-11-09

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Surname: Velasco		Given Name: Jun		Middle Name Bautista		Nick Name	
City / Present Address: 1B san lorenzo village sta. rosa, laguna				Provincial Address: Philippines			
Birth Date: July 18, 1989		Birth Place Manila		Age 28		Sex Male	
				Height 5' 4"		Weight 135 lbs.	
Civil (X) ( ) ( ) ( )				Citizenship Filipino		Religion Catholic	
Status: Single Married Widow/er Separated							
SSS Number: 1234567890		TIN: 1234567890		Pag-ibig Number: 1234567890		Philhealth: 1234567890	

#### IF MARRIED

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

#### EDUCATIONAL ATTAINMENT

EDUCATION	INSTITUTION	INCLUSIDVE DATE		COURSE DEGREE FINISHED	HONORS / AWARDS
		FROM	TO		
Tertiary	Letran College	2008	2012	Graduated	

#### WORK EXPERIENCE

COMPANY	POSITION	INCLUSIDVE DATE		NO OF YEARS / MONTHS	SALARY	REASON FOR LEAVING
		FROM:	TO:			
ABCD	Accounting Assistant	March 2014	April 2017	3 / -1		

#### TRAINING/SEMINARS ATTENDED

COURSE/PROGRAM TITLE	CONDUCTED/SPONSORED BY	DATE
ABCDEFGH 1234567	Ortigas, Pasig City	May 2014 to May 2014

#### EXTRA CURRICULAR ACTIVITIES

Name of Organization	Position	Date
ABCDEFGH	Vice President	May 2012 to June 2014

#### FRIENDS OF RELATIVE CONNECTED TO ARMADILLO HOLDINGS, INC.

Name	Relation	Position	Branch/Dept.
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PRESBITERO, EDEN	family friend	Payroll Officer	Central Treasury
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**CHARACTER REFERENCES (Not related to you or former employer)**

Name	Organization	Position	Contact Number
Philip Bucag		Sales Consultant	7654344

LANGUAGE/DIALECT SPOKEN:	Tagalog and English ilocano		
HOBBIES/INTEREST:	Basketball		
MACHINE OPERATED:	CNC		
SPECIAL TALENT/SKILLS:			
DO YOU HAVE A DRIVER'S LICENSE? ( <input checked="" type="checkbox"/> )Yes ( <input type="checkbox"/> )No Type of License: ( <input checked="" type="checkbox"/> )Non-Pro ( <input type="checkbox"/> )Professional ( <input type="checkbox"/> )Student			
DO YOU HAVE ANY PROFESSIONAL REGULATION COMISSION (PRC) LICENSE? ( <input checked="" type="checkbox"/> )Yes ( <input type="checkbox"/> )No			
Type of license:	ABCDEFGF	License #	1234567890 Date of Expiration: July 17, 2019
HAVE YOU BEEN ILL FOR THE PAST 6 MONTHS? ( <input type="checkbox"/> )Yes ( <input checked="" type="checkbox"/> )No			
If yes, type of illnes?			
HAVE YOU EVER BEEN TRIED IN COURT? ( <input type="checkbox"/> )Yes ( <input checked="" type="checkbox"/> )No ( <input type="checkbox"/> )Aquitted ( <input type="checkbox"/> )Found Guilty			
HOW DID YOU LEARN ABOUT THIS JOB OPENING? ( <input type="checkbox"/> )News ( <input type="checkbox"/> )Ad ( <input type="checkbox"/> )Walk-in ( <input type="checkbox"/> )Referral			
WHEN CAN YOU START? asap			
If referral, who referred you to this company? PRESBITERO, EDEN			

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