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|---|---------------------------------------|--|
|  | ENTERPRISE CORE SERVICES FORMS | Date Effective March 01,2013 |
| 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: 20,000 - 22,000
CONTACT NUMBER/S: 8501234 DATE: 2017-11-15

| | | | | | | | |
|---|--|---|--|------------------------------------|--|---------------------------|--|
| Surname: Vicedo | | Given Name: Janet | | Middle Name Mendoza | | Nick Name | |
| City / Present Address: makati Makati City | | | | Provincial Address: Philippines | | | |
| Birth Date: May 05, 1974 | | Birth Place Manila | | Age 43 | | Sex Male | |
| | | | | Height 5' 4" | | Weight 135 lbs. | |
| Civil () (X) () () | | Status: Single Married Widow/er Separated | | Citizenship Filipino | | Religion Catholic | |
| SSS Number: 1234567890 | | TIN: 1234567890 | | Pag-ibig Number: 1234567890 | | Philhealth: 1234567890 | |

IF MARRIED

| | | | | | |
|------------------------------------|--|------------|--|---------------------|--|
| Name of Spouse: | | Age: | | Occupation: | |
| Name of Children: | | Age: | | Name of Children: | |
| Age: | | Age: | | Age: | |
| Father's Name: Leonardo Mendoza | | Age: 53 | | Occupation: none | |
| Mother's Name: Adelina Mendoza | | Age: 55 | | Occupation: none | |
| 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 | cabuyao college | 1990 | 1994 | Graduated | none |

WORK EXPERIENCE

| COMPANY | POSITION | INCLUSIDVE DATE | | NO OF YEARS / MONTHS | SALARY | REASON FOR LEAVING |
|-----------|----------------------|-----------------|--------------|----------------------------|--------|-----------------------|
| | | FROM: | TO: | | | |
| ABC Corp. | Accounting Assistant | April 2014 | June 2017 | 3 / -2 | 21,000 | career growth |

TRAINING/SEMINARS ATTENDED

| COURSE/PROGRAM TITLE | CONDUCTED/SPONSORED BY | DATE |
|----------------------|------------------------|------------------------|
| project management | Ortigas, Pasig City | July 2017 to July 2017 |

EXTRA CURRICULAR ACTIVITIES

| Name of Organization | Position | Date |
|----------------------|----------|------------------------|
| ABCDEFGG | member | June 2013 to June 2017 |

FRIENDS OF RELATIVE CONNECTED TO ARMADILLO HOLDINGS, INC.

| Name | Relation | Position | Branch/Dept. |
|------|----------|----------|--------------|
|------|----------|----------|--------------|

| | | | |
|-----------------|---------------|---------|------------------|
| CARMEN, MA RITA | family friend | manager | Central Treasury |
|-----------------|---------------|---------|------------------|

CHARACTER REFERENCES (Not related to you or former employer)

| Name | Organization | Position | Contact Number |
|--------------|--------------|------------------|----------------|
| Philip Bucag | Honda Corp. | Sales Consultant | 43432324 |

| | | | |
|--|-----------------------------|-----------|---|
| LANGUAGE/DIALECT SPOKEN: | Tagalog and English ilocano | | |
| HOBBIES/INTEREST: | volleyball | | |
| MACHINE OPERATED: | none | | |
| SPECIAL TALENT/SKILLS: | painting, palying guitar | | |
| 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: | profesional | License # | 4537667576587696968 Date of Expiration: July 17, 2019 |
| HAVE YOU BEEN ILL FOR THE PAST 6 MONTHS? (<input checked="" type="checkbox"/>)Yes (<input type="checkbox"/>)No | | | |
| If yes, type of illnes? fever | | | |
| 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? Employee Referral | | | |
| WHEN CAN YOU START? ASAP | | | |
| If referral, who referred you to this company? CARMEN, MA RITA | | | |

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.

Signature of Applicant