



75 Esteban Abada St., Loyola Heights, Q.C. Tel. No. 9900413

INFORMATION SHEET

Instructions:

- **Print legibly your answers.
- **Fill-out the required fields.
- **Place N/A when appropriate.

PHOTO
2x2

How did you come to know of this Company? _____

Position: _____

Date Hire: _____

Outlet: _____

ID NO: _____

Personal Information					
Name:					
(Surname)		(First Name)		(Middle Name)	
Nick Name:			Citizenship:		
Sex:	Civil Status:		Age:		
Address (City):					
Address (Provincial):					
Landline:			Mobile:		
Fax			Email:		
Date of Birth:		Place of Birth:			
Religion:		Weight:		Height:	
Spouse's Name:			Occupation of Spouse:		
Number of Children:			No. of Dependents:		
Family Background (Include parents, siblings and children. Use separate sheet if necessary.)					
Name	Address	Age	Relationship	Office / School	Occupation
Declaration					
1 Have you ever been afflicted of any diseases? _____					
If YES, Please specify: _____					
2 Have you ever been charged or convicted of any crime? _____					
If YES, state why: _____					

3 Have you ever been charged administratively by your previous employer/s?			
If YES, state why:			
4 Have you ever been terminated, separated for cause from the service of your past			
If YES, state why:			
Education			
Elementary			
School:	Year Graduated:	Honors/Awards:	
High School			
School:	Year Graduated:	Honors/Awards:	
Vocational			
School:	Year Graduated:	Course:	
College			
School:	Year Graduated:	Course:	
Post Graduate			
School:	Year Graduated:	Course:	
Employment History (Start from the most recent/present)			
1. Company:		Contact No.	
Address:			
Position:	Date Employed:	Date Separated:	Salary:
Reason/s for Leaving:			
2. Company:		Contact No.	
Address:			
Position:	Date Employed:	Date Separated:	Salary:
Reason/s for Leaving:			
3. Company:		Contact No.	
Address:			
Position:	Date Employed:	Date Separated:	Salary:
Reason/s for Leaving:			
4. Company:		Contact No.	
Address:			
Position:	Date Employed:	Date Separated:	Salary:
Reason/s for Leaving:			
5. Company:		Contact No.	
Address:			
Position:	Date Employed:	Date Separated:	Salary:
Reason/s for Leaving:			
Government Examinations Passed			
Exam:	Date Taken:	Date Passed/Certified:	
1.			
2.			
3.			

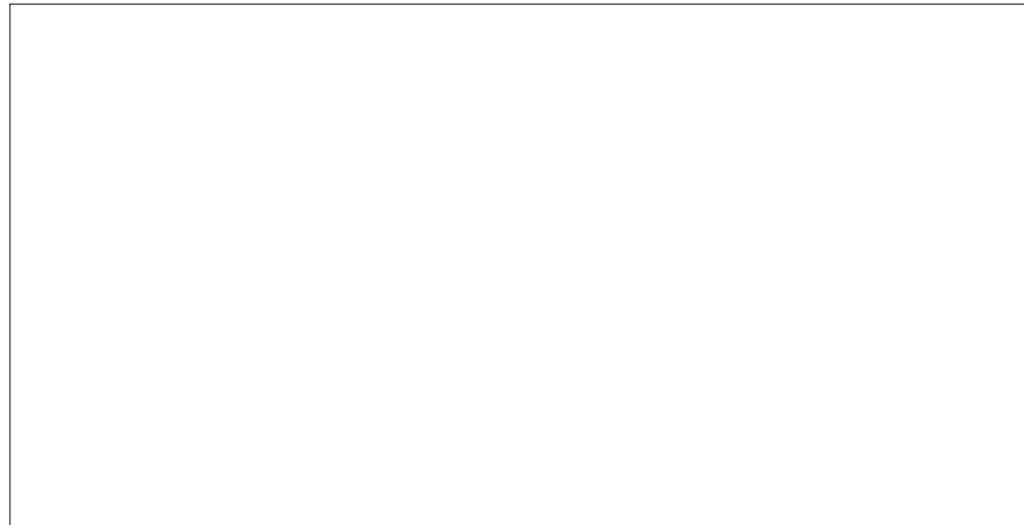
Why should we hire you? Answer in not less than 100 words.

I hereby certify that the above information, data and record are true and correct to the best

Signature over printed name

Date

SPECIMEN SIGNATURE



Reviewed by:

Madelyn V. Meriño
HR Assistant

Noted by:

Ma. Erwinda F. Villanueva
Fin. And Admin Manager

Approved by:

Rex B. Liao
Gen. Manager