ANNEX-F

*POLO Tokyo SSW Form No. 06A-2019v1*

*(Please TYPE/ENCODE, do not write)*

|  |  |
| --- | --- |
| Control No: | |
| **APPLICATION FORM – SSW CATEGORY**  *(Additional Manpower Request/Job Order)* | |
| *Please put check* | |
| * SAME Position | NEW Position |
| **COMPANY NAME** | **: {{company\_name\_en}}** |
| Name and Position of the Official Representative | **: {{rep\_name\_en}} – {{rep\_position\_en}}** |
| Authorized Representative  *\*not listed in the tokibo tohon but authorized by the Company President/CEO to sign the employment documents* | **: N/A** |
| Company Office Address | **: {{address}} {{postal\_code}} Japan** |
| Contact Number & Email Address | **: {{phone}}**  **{{email}}** |
| Website | **: {{website}}** |
| **Contact Person**  *\*in-charge of the documents/application*  *\*company can only designate 1 contact person preferably HR personnel, attach calling card/meishi* | **: {{rep\_name\_en}}** |
| Position in the Company | **: {{rep\_position\_en}}** |
| Contact Number & Email Address | **: {{rep\_phone}}**  **{{rep\_email}}** |
| **Partner Philippine Recruitment Agency** | **: {{agency\_name}}** |
| Name and Position of the Official Representative | **: {{agency\_rep\_name}}- {{agency\_rep\_position}}** |
| Address | **: {{agency\_address}}** |

|  |  |  |  |
| --- | --- | --- | --- |
| *This portion is to be filled-up by POLO* | | | |
| **Date Received** | **Date Evaluated** | **Result** | **Remarks** |
|  |  |  |  |
|  |  |  |  |

Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_