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| **Employment Application** | | | | | |
| **Position Title:** | | Executive Assistant | | | |
| **Position ID:** | | DC.EA.01 |  | | |
| *Important: Your ability to complete the application form fully and accurately and submit it in a timely manner is part of our assessment process. This form must accompany your CV to* [*careers@yempo-solutions.com*](mailto:careers@yempo-solutions.com) *with the position title as subject.* | | | | | |
| **Personal Information** | | | | | |
| **Full Name** |  | | | **Preferred Name** |  |
| **University Course** |  | | | **Date of Birth** |  |

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| Availability |
| **How soon can you start?** |
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| Employment History |
| Are there any responsibilities not listed on your CV that are relevant to this position? |
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| Relevant Experience | | |
| Indicate your experience level in each of the following. Note they are not all mandatory skills for the role.  ***0****: No knowledge. -* ***1****: I’ve heard of it. -* ***2****: I have some exposure. -* ***3****: I have skills in this area. -* ***4****: I have great skills. -* ***5****: I’m an expert* | | |
|  | My Skill Level | Years of Experience |
| Making domestic and international travel reservations |  |  |
| Working with clients based in the US |  |  |
| Providing administration support to senior management |  |  |
| Providing support to travellers |  |  |
| Experience with Microsoft suite of products |  |  |

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| Working Examples |
| **I demonstrated my *exceptional problem solving skills* in the following specific situation:** |
| Describe the situation in as much detail as possible: |
|  |
| Describe what specific actions you took in this situation: |
|  |
| What was the outcome? |
|  |
| **I demonstrated my *commitment to customer service* by going “over-and-above” in the following specific situation:** |
| Describe the situation in as much detail as possible: |
|  |
| Describe what specific actions you took in this situation: |
|  |
| What was the outcome? |
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| Training Courses / Certifications |
| Tell us about training courses you’ve completed or certifications you’ve achieved. No need to enter your skills. |
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| Remuneration Requirements |
| **Your current salary per month, in PHP** |
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| **Any other financial benefits you receive?** |
|  |
| **Any special tax rate (eg ROHQ 15%)** |
|  |
| **How can you demonstrate your current salary?** |
| **☐ Payslip**  **☐ Contract** |
| **What is your desired salary for this position?** |
|  |
| Job Search Feedback |
| Tell us how you found out about this position: |
| **☐** JobStreet  **☐** Cebu Jobs  **☐** Mynimo  **☐** Linked In  **☐** Facebook  **☐** Yempo website  **☐** My friend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **☐** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Were you referred by a Yempo employee? Please provide their name as they will be eligible for a bonus if you are successful. |
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