

**INSTRUCTIONS:** Accomplish this form using ball-point pen. Print in block letters and write legibly. Submit accomplished form to the Public Employment Service Officer/ Manager in your City/Municipality of residence.

**1. PERSONAL INFORMATION (Leave one space after entering each name)**

Family Name	Given Name	Middle Name
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Present Address:	House No. /Street/Subdivision	Barangay	Municipality/City	Province
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Birthdate:	Height: _____ (cm.)	Civil Status	Contact Information:
Place of Birth:	Weight: _____ (kg.)	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Others	<input type="checkbox"/> Married <input type="checkbox"/> Separated
Age: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Landline: _____ Mobile: _____ Email Address: _____	

<b>Employment Status:</b> <input type="checkbox"/> Wage Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Finished Contract <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated/Laid off, local <input type="checkbox"/> Terminated/Laid off, abroad Specify the country where you worked and got terminated	<b>Preferred Occupation:</b> Choice 1: _____ Choice 2: _____ Choice 3: _____ Choice 4: _____ Choice 5: _____	<b>Preferred work location:</b> Local: (Specify province) Overseas: (Specify country) Passport No. Expiry Date:	<b>Disability:</b> <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Speech <input type="checkbox"/> Physical <input type="checkbox"/> Others, specify	<b>Languages spoken, read and written at work:</b> <input type="checkbox"/> Filipino <input type="checkbox"/> Others <input type="checkbox"/> English _____ <input type="checkbox"/> Spanish _____ <input type="checkbox"/> Japanese _____ <input type="checkbox"/> Chinese _____ <input type="checkbox"/> French _____ <input type="checkbox"/> Arabic _____
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Are you actively looking for work?

 YES  NO

**2. EDUCATIONAL BACKGROUND (List according to importance)**

Highest Level Completed	Course/Degree/Major Subject	Name of School/University	Year Graduated	Last Attended

**3. PROFESSIONAL LICENSE (Includes professional and non-professional driver's licenses)**  
*Use extra sheets if necessary*

License Title: _____	Expiry Date: _____	Eligibility Title: _____	Year Taken: _____
License Title: _____	Expiry Date: _____	Eligibility Title: _____	Year Taken: _____

**4. VOCATIONAL/TECHNICAL TRAINING AND RELEVANT EXPERIENCE (Include programs taken as part of college education, ex. OJT, Internship)**  
*Use extra sheets if necessary*

Name of Training	Skills Acquired	Period of Training/ Experience (may be expressed in days/weeks/months/years)	Certificate Received	Issuing School/Agency

**5. CERTIFICATE OF COMPETENCE (Certificates of competence issued and/or recognized by the Philippine government)**  
*Use extra sheets if necessary*

Certificate/s	Rating	Issued By	Date Issued

**6. WORK EXPERIENCE (Use extra sheets if necessary)**

Name of Company/Firm	Address	Inclusive Date From _____ To _____	Position Held