

# APPLICATION FOR EMPLOYMENT

FILE CODE:

**INSTRUCTIONS:**

1. PLEASE FILL UP THE APPLICATION IN YOUR OWN HANDWRITING
2. INDICATE ONLY BANK EXPERIENCE & TRAINING THAT CAN BE AUTHENTICATED/DOCUMENTED
3. ATTACH THE FOLLOWING:
  - A. ZEROX COPY OF BOARD EXAM OR BAR RATING (ORIGINAL TO BE PRESENTED)
  - B. ZEROX COPY TRANSCRIPT OF RECORDS/STUDENTS COPY OF GRADES (ORIGINAL TO BE PRESENTED)

**1 x 1**

**I. D.**

**PICTURE**

POSITION APPLIED FOR:			DATE AVAILABLE FOR EMPLOYMENT:	SALARY EXPECTED:
LAST NAME	FIRST NAME	MIDDLE NAME	NICKNAME:	CIVIL STATUS: Single Married Separated <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PRESENT MAILING ADDRESS:		PHONE NO.:	BIRTHDATE:	AGE:
			BIRTHPLACE:	NATIONALITY:
PROVINCIAL ADDRESS:		PHONE NO.:	HEIGHT:	WEIGHT:
				RELIGION:

**COMPLETE THE FOLLOWING CONCERNING YOUR FAMILY**

PERSONAL	RELATIONSHIP	NAME	AGE	PRESENT ADDRESS	OCCUPATION
	FATHER				
	MOTHER				
	SPOUSE				
	CHILDREN				

ARE YOU WILLING TO ACCEPT PROVINCIAL ASSIGNMENT? WHERE?

ARE YOU RELATED TO ANY DIRECTOR, OFFICIAL OR EMPLOYEE OF THIS BANK BY CONSUNGUINITY OR AFFINITY? IF SO, TO WHOM AND TO WHAT DEGREE?

HAVE YOU ANY PHYSICAL DISABILITY OR PREVIOUS SICKNESS? <div style="float: right;">                     YES NO  <input type="checkbox"/> <input type="checkbox"/> </div>	IF YES EXPLAIN:
HAVE YOU EVER BEEN INVOLVED IN ANY ADMINISTRATIVE CASE OR CRIMINAL CASE? <div style="float: right;">                     YES NO  <input type="checkbox"/> <input type="checkbox"/> </div>	IF YES EXPLAIN:

EDUCATION	TYPE	INCLUSIVE DATES	NAME OF SCHOOL AND ADDRESS	DEGREE MAJOR COURSES
	ELEMENTARY			
	HIGH SCHOOL			
	COLLEGE			
	OTHERS			

ACADEMIC OR PROFESSIONAL HONORS/ BOARD OR BAR RATING:

E M P L O Y M E N T	PRESENT AND PAST EMPLOYMENT (IN CHRONOLOGICAL ORDER) LAST POSITION FIRST.				
	EMPLOYER AND ADDRESS	POSITION / INCLUSIVE DATES	NATURE OF JOB ASSIGNMENT	STATUS OF EMPLOYMENT	SALARY
	EMPLOYER AND ADDRESS	POSITION / INCLUSIVE DATES	NATURE OF JOB ASSIGNMENT	STATUS OF EMPLOYMENT	SALARY
	EMPLOYER AND ADDRESS	POSITION / INCLUSIVE DATES	NATURE OF JOB ASSIGNMENT	STATUS OF EMPLOYMENT	SALARY
	EMPLOYER AND ADDRESS	POSITION / INCLUSIVE DATES	NATURE OF JOB ASSIGNMENT	STATUS OF EMPLOYMENT	SALARY

**USE ADDITIONAL SHEET IF NECESSARY**

T R A I N I N G	(INDICATE ALL IN-SERVICE TRAINING/SEMINARS ATTENDED, SPECIAL STUDIES TAKEN, SCHOLARSHIP ENJOYED)			
	NATURE	WHERE	WHEN	NO. OF TRAINING HOURS

R E F E R E N C E S	(GIVE THE NAMES OF FIVE PERSONS YOU KNOW INTIMATELY IN THE PHILIPPINES (DO NOT GIVE NAMES OF RELATIVES))		
	NAME	ADDRESS	OCCUPATION

I HEREBY UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT BY THE PHILIPPIONE POSTAL SAVINGS BANK AND THAT ANY OFFER MADE BY THE HUMAN RESOURCE MANAGEMENT DEPARTMENT FOLLOWING SUBMISSION OF THIS APPLICATION WILL BE SUBJECT TO VERIFICATION OF MY PREVIOUS EMPLOYMENT AND REFERENCES AND WILL BE CONTINGENT UPON MY SATISFACTORILY PASSING A PHYSICAL EXAMINATION REQUIRED BY THE BANK. ANY FALSE INFORMATION GIVEN BY ME MAYBE CONSIDERED MATERIAL MISREPRESENTATION AND WILL BE A GROUND FOR THE BANK TO TERMINATE MY SERVICES IN CASE I AM EMPLOYED.

WITNESS MY SUGNATURE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, IN THE CITY OF MANILA.

\_\_\_\_\_  
APPLICANT'S SIGNATURE