*HRM Form-A05*

*Rev No.: 1*

*22-July-2019*

**Application Form for Locally Hired Staff**

|  |  |
| --- | --- |
| **I. Personal Information** |  |
| *\*Fields are compulsory* |
| *(1)* | *Please indicate the country where you are living presently.* |
| *(2)* | *Please include area code in your contact numbers.* |
| *(3)* | *Please register active e-mail address.* |

|  |  |  |
| --- | --- | --- |
| Family Name\* | First Name\* | Middle Name\* |
|       |       |       |
| Address\* | *(House/Bldg # Street)*  |       |
| *(City/Municipality)* |       |
| *(Province)* |       | *(Postal Code)* |       |
| *(Country)* |       |  |  |
| Home Tel. No.: | Work Tel. No.: | Mobile/Cell Phone No.: |
| +(      )      | +(      )       | +(      )      |
| E-mail address |       |
| Alien Certificate of Registration (ACR) *(for Non-Filipino Applicant)* |       |
| Passport No. | Issued Date | Expiry Date | Place of Issue |
|       |       |       |       |
| Date of Birth\* |       | Sex\* |       |
| Country of Birth\* |       | Place of Birth\* |       |
| Marital Status\* |       | Nationality at Birth\* |       |
| Spouse’s Name |       | Spouse’s Birth Date |       |
| Children’s Names | Age | Date of Birth |
| (1) |       |       |       |
| (2) |       |       |       |
| (3) |       |       |       |
| (4) |       |       |       |
| (5) |       |       |       |
| Present Nationality\* |       |
| 2nd Present Nationality |       |
| Have you have taken any legal steps towards changing your present nationality? (Yes/No). If Yes, state when and where.      |

**II. Education**

**2.1 Secondary and/or Vocational Technical Education or equivalent**

* Please list in reverse chronological order your secondary education or equivalent

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Degree/Diploma** | **Date of Graduation** *(dd/mm/yyyy)* | **School/Institution** | **Country** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**2.2 Higher Education**

* Please list in chronological order the educational degrees/diplomas obtained and institutions attended.
	1. ***Bachelor’s Degree***

|  |  |
| --- | --- |
| **Degree TITLE\*** |       |
| **Date of Graduation\*** *(dd/mm/yyyy)* |       | **Duration** | (       )Years |
| **Inclusive Date\*** | *From (Month/Year)* | *To (Month/Year)* |
|       |       |
| **Field of Study\*** |       |  |
| **Area of Specialization\*** |       |       |
| **Name of University/School\*** |  |
| **Location of University/School\*** | *Place* | *Country* |
|  |  |

* 1. ***Master’s Degree***

|  |  |
| --- | --- |
| **Degree TITLE\*** |       |
| **Date of Graduation\*** *(dd/mm/yyyy)* |       | **Duration** | (       )Years |
| **Inclusive Date\*** | *From (Month/Year)* | *To (Month/Year)* |
|       |       |
| **Field of Study\*** |       |  |
| **Area of Specialization\*** |       |       |
| **Name of University/School\*** |  |
| **Location of University/School\*** | *Place* | *Country* |
|  |  |

*Use additional sheet/table if necessary.*

**III. Work Experience**

**3.1 Employment History\*** *(Start with the present / most recent)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title\*** |  | **Duration\*** | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* |
|       |       |
| **Company/Organization Name\*** |  |
| **Type of Organization\*** | 1 | International | [ ]  | **Nature of Products/****Services\*** | 1 | Education & Training | [ ]  |
| 2 | Government | [ ]  | 2 | R & D | [ ]  |
| 3 | NGO | [ ]  | 3 | Industry & Business | [ ]  |
| 4 | Private | [ ]  | 4 | Consultancy | [ ]  |
| 5 | Others | [ ]  | 5 | Professional Services | [ ]  |
|  |  | 6 | Others | [ ]  |
| **Address\*** | Location | Place (City) | Country | Official Website |
|       |  |  |  |
| **Main duties and responsibilities** |
|       |
| **Number of Staff Supervised** *(if applicable)* |       |
| **Annual starting salary (Php):**       | **Annual End salary (Php):**       |
| **Reason/s for Leaving:**      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title\*** |  | **Duration\*** | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* |
|       |       |
| **Company/Organization Name\*** |  |
| **Type of Organization\*** | 1 | International | [ ]  | **Nature of Products/****Services\*** | 1 | Education & Training | [ ]  |
| 2 | Government | [ ]  | 2 | R & D | [ ]  |
| 3 | NGO | [ ]  | 3 | Industry & Business | [ ]  |
| 4 | Private | [ ]  | 4 | Consultancy | [ ]  |
| 5 | Others | [ ]  | 5 | Professional Services | [ ]  |
|  |  | 6 | Others | [ ]  |
| **Address\*** | Location | Place (City) | Country | Official Website |
|       |  |  |  |
| **Main duties and responsibilities** |
|       |
| **Number of Staff Supervised** *(if applicable)* |       |
| **Annual starting salary (Php):**       | **Annual End salary (Php):**       |
| **Reason/s for Leaving:**      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title\*** |  | **Duration\*** | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* |
|       |       |
| **Company/Organization Name\*** |  |
| **Type of Organization\*** | 1 | International | [ ]  | **Nature of Products/****Services\*** | 1 | Education & Training | [ ]  |
| 2 | Government | [ ]  | 2 | R & D | [ ]  |
| 3 | NGO | [ ]  | 3 | Industry & Business | [ ]  |
| 4 | Private | [ ]  | 4 | Consultancy | [ ]  |
| 5 | Others | [ ]  | 5 | Professional Services | [ ]  |
|  |  | 6 | Others | [ ]  |
| **Address\*** | Location | Place (City) | Country | Official Website |
|       |  |  |  |
| **Main duties and responsibilities** |
|       |
| **Number of Staff Supervised** *(if applicable)* |       |
| **Annual starting salary (Php):**       | **Annual End salary (Php):**       |
| **Reason/s for Leaving:**      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title\*** |  | **Duration\*** | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* |
|       |       |
| **Company/Organization Name\*** |  |
| **Type of Organization\*** | 1 | International | [ ]  | **Nature of Products/****Services\*** | 1 | Education & Training | [ ]  |
| 2 | Government | [ ]  | 2 | R & D | [ ]  |
| 3 | NGO | [ ]  | 3 | Industry & Business | [ ]  |
| 4 | Private | [ ]  | 4 | Consultancy | [ ]  |
| 5 | Others | [ ]  | 5 | Professional Services | [ ]  |
|  |  | 6 | Others | [ ]  |
| **Address\*** | Location | Place (City) | Country | Official Website |
|       |  |  |  |
| **Main duties and responsibilities** |
|       |
| **Number of Staff Supervised** *(if applicable)* |       |
| **Annual starting salary (Php):**       | **Annual End salary (Php):**       |
| **Reason/s for Leaving:**      |

*\*use additional sheet if necessary*

**3.2 List of Relevant Professional License/Certification Obtained**

*(CPA, Security, Engineer and so on)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Certification** | **Country** | **Issuing Agency** | **License/Certification No.** | **Issue Date** | **Expiry Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3.3 Membership to Relevant Professional Organizations and Honor Societies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Name of Organization** | **Position** | **Date of Membership** | **Remarks** |
|
| International |       |       |       |       |
|       |       |       |       |
| National |       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**3.4 Relevant experiences that would best illustrate your fitness to the position applied for:\***

|  |  |
| --- | --- |
| **No** | **Experiences** |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |

**IV. Skills**

* 1. **Language Skill\***

*Please evaluate your language skills.*

* *Make sure that you write the language name you want to evaluate.*
* *If evaluation category is unchecked, it will be considered as Slight automatically.*

|  |
| --- |
| **OFFICIAL LANGUAGE** |
| **English** | Slight | Fair | Good | Excellent |
| Speak | [ ]  | [ ]  | [ ]  | [ ]  |
| Write | [ ]  | [ ]  | [ ]  | [ ]  |
| Read | [ ]  | [ ]  | [ ]  | [ ]  |
| Understand | [ ]  | [ ]  | [ ]  | [ ]  |
| **OTHER LANGUAGES** |
| **(** **)** | Slight | Fair | Good | Excellent |
| Speak | [ ]  | [ ]  | [ ]  | [ ]  |
| Write | [ ]  | [ ]  | [ ]  | [ ]  |
| Read | [ ]  | [ ]  | [ ]  | [ ]  |
| Understand | [ ]  | [ ]  | [ ]  | [ ]  |
| **(****)** | Slight | Fair | Good | Excellent |
| Speak | [ ]  | [ ]  | [ ]  | [ ]  |
| Write | [ ]  | [ ]  | [ ]  | [ ]  |
| Read | [ ]  | [ ]  | [ ]  | [ ]  |
| Understand | [ ]  | [ ]  | [ ]  | [ ]  |
| **(****)** | Slight | Fair | Good | Excellent |
| Speak | [ ]  | [ ]  | [ ]  | [ ]  |
| Write | [ ]  | [ ]  | [ ]  | [ ]  |
| Read | [ ]  | [ ]  | [ ]  | [ ]  |
| Understand | [ ]  | [ ]  | [ ]  | [ ]  |

**4.2 ICT and Accounting Software Skills\***

*Please evaluate your ICT Tools and Applications skills.*

|  |  |  |  |
| --- | --- | --- | --- |
| **ICT Tools and Applications** | **Basic**  | **Average**  | **Advanced** |
| Accounting Software (GLS, Quick Financial System, etc) | [ ]  | [ ]  | [ ]  |
| Database | [ ]  | [ ]  | [ ]  |
| Internet and E-mail | [ ]  | [ ]  | [ ]  |
| MS Office Suite (Word, Excel, etc) | [ ]  | [ ]  | [ ]  |
| G Suite for Education (Google and Google Apps, Gmail, Google Drive, Google Sites, Google Docs, etc.) | [ ]  | [ ]  | [ ]  |
| Multimedia Technology | [ ]  | [ ]  | [ ]  |
| Web Technology | [ ]  | [ ]  | [ ]  |
| Statistical Analysis Tools | [ ]  | [ ]  | [ ]  |
| Hardware maintenance and troubleshooting | [ ]  | [ ]  | [ ]  |

**4.3 List other Relevant Skills, if you have**

|  |
| --- |
|  |

**V. References**

**5.1 List Three Character Reference\***

*(Former Professor/University Adviser, Immediate Supervisor/Manager, and Colleague/Friend only)*

|  |  |
| --- | --- |
| **Name** |       |
| **Designation** |       |
| **Institution** | Name |       |
| Address |       |
|       |
| **Contact No.** | TEL | +(     )-      |
| Mobile | +(     )-      |
| E-Mail |       |
| **Relationship** |       |

|  |  |
| --- | --- |
| **Name** |       |
| **Designation** |       |
| **Institution** | Name |       |
| Address |       |
|       |
| **Contact No.** | TEL | +(     )-      |
| Mobile | +(     )-      |
| E-Mail |       |
| **Relationship** |       |

|  |  |
| --- | --- |
| **Name** |       |
| **Designation** |       |
| **Institution** | Name |       |
| Address |       |
|       |
| **Contact No.** | TEL | +(     )-      |
| Mobile | +(     )-      |
| E-Mail |       |
| **Relationship** |       |

**Applicant’s Certification**

|  |
| --- |
| *I hereby certify that all answers and information provided to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief.**I understand that any intentional misstatements of any declared information on this form may cause adverse action on my application or revocation of my employment contract with the Colombo Plan Staff College at any given time, in addition to subjecting me to any other penalties provided by law.*      Signature over Printed NameDate:        |

**VI. Letter of Application**

|  |
| --- |
| cc       |

**Submit Applications via EMAIL, addressed to:**

|  |
| --- |
| *(Subject:* ***Application to*** *[position you are applying for]* ***-*** *[your full name])***The Director General** **COLOMBO PLAN STAFF COLLEGE FOR TECHNICIAN EDUCATION**Bldg Blk C, Department of Education ComplexMeralco Avenue, Pasig City, Metro Manila 1600, PhilippinesWebsite: <http://www.cpsctech.org>E-mail: jobs@cpsctech.org, hrm@cpsctech.org |

**Note: Attached all files in PDF format**