



**APPLICATION FOR EMPLOYMENT**

**DATE TODAY** \_\_\_\_\_

IMPORTANT: PLEASE FILL UP ALL THE BLANKS IN PRINT AND ANSWER ALL QUESTIONS CORRECTLY AND COMPLETELY.

**PERSONAL CIRCUMSTANCES**

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Sex: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Religion \_\_\_\_\_ Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

Marital Status: ( ) Single ( ) Married ( ) Separated ( ) Live In ( ) Single Parent

Distinguishing Features \_\_\_\_\_ Complexion \_\_\_\_\_

Present Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Length of Stay \_\_\_\_\_ With whom \_\_\_\_\_

Provincial Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

SSS No. \_\_\_\_\_ Tin No. \_\_\_\_\_

Philhealth No. \_\_\_\_\_ Pag-Ibig No. \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Is your wife/husband presently working? \_\_\_\_\_ Where? \_\_\_\_\_

Salary \_\_\_\_\_ Position \_\_\_\_\_

No. of Children \_\_\_\_\_ Name of Children \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BROTHER/SISTER**

NAME	BIRTH DATE	ADDRESS	EMPLOYMENT

**FATHER**

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_

Present Address \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

**MOTHER**

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_

Present Address \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

**SKILL AND EDUCATION**

SCHOOL ATTENDED AND LOCATION	INCLUSIVE DATE FROM/TO	DEGREES/COURSES ATTAINED	HONORS/AWARDS RECEIVED
<b>ELEMENTARY</b>			
<b>SECONDARY</b>			
<b>COLLEGE</b>			
<b>POST GRADUATE</b>			

Board/Licensure exam taken and rating: \_\_\_\_\_

Foreign language/dialects spoken: \_\_\_\_\_

**SPECIAL TRAINING/COURSES COMPLETED**

NATURE/TYPE OF TRAINING	TRAINING INSTITUTE/ORGANIZATION	YEAR

**AFFILIATION IN SOCIO-CIVIC ORGANIZATION**

Name of Organization	Position Held	Year	Reason for Joining

Extra curricular activities: \_\_\_\_\_

Hobbies \_\_\_\_\_

**EMPLOYMENT INTEREST**

Position Applied for \_\_\_\_\_ (Please indicate your first, second, and third preferences)

**1<sup>ST</sup>** \_\_\_\_\_ **2<sup>ND</sup>** \_\_\_\_\_ **3<sup>RD</sup>** \_\_\_\_\_

*(IF YOU ARE APPLYING FOR MANAGEMENT OR STAFF POSITION, PLEASE ATTACH RESUME)*

Have you ever applied to SCPI before?  Yes  No

Were you ever accepted for employment?  Yes  No

If No, Why? \_\_\_\_\_

If Yes, When? \_\_\_\_\_ What was your last position? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

How did you learn about the vacancy?  Thru Classified Ads  Own Initiative  Referral

Thru an SCPI Employee, who? \_\_\_\_\_

Are you related to any SCPI Employee thru consanguinity or affinity?  Yes  No

If yes, to whom? \_\_\_\_\_

Relationship \_\_\_\_\_

Have you ever been discharged from a job other than for authorized causes?  Yes  No

If yes, please explain and from what company? \_\_\_\_\_

Are you willing to work overtime? ( ) Yes ( ) No

If No, why? \_\_\_\_\_

Are you willing to be assigned in shifting schedule? ( ) Yes ( ) No

If No, why? \_\_\_\_\_

Are you willing to be assigned outside Metro Manila? ( ) Yes ( ) No

If No, why? \_\_\_\_\_

Are you presently employed? ( ) Yes ( ) No

If yes, date available for work if you are considered: \_\_\_\_\_

Why do you want to join Steel Centre Phils., Inc.? \_\_\_\_\_

Salary Desired? \_\_\_\_\_

### EMPLOYMENT HISTORY

Please list your experience below beginning with your present or your most recent employer.

Name of the Company _____	Date of Employment: From _____ To _____
Nature Business _____	Wage/Salary: Start _____ End _____
Address _____	Job Title: First _____ Present _____
Tel.# _____	Major Responsibilities _____
Name of Supervisor _____	
Department _____	Status ( ) Casual ( ) Contractual ( ) Probationary ( ) Regular
Reason for leaving and wanting leave _____	

Name of the Company _____	Date of Employment: From _____ To _____
Nature Business _____	Wage/Salary: Start _____ End _____
Address _____	Job Title: First _____ Present _____
Tel.# _____	Major Responsibilities _____
Name of Supervisor _____	
Department _____	Status ( ) Casual ( ) Contractual ( ) Probationary ( ) Regular
Reason for leaving and wanting leave _____	

Name of the Company _____	Date of Employment: From _____ To _____
Nature Business _____	Wage/Salary: Start _____ End _____
Address _____	Job Title: First _____ Present _____
Tel.# _____	Major Responsibilities _____
Name of Supervisor _____	
Department _____	Status ( ) Casual ( ) Contractual ( ) Probationary ( ) Regular
Reason for leaving and wanting leave _____	

### MEDICAL RECORD

Date of last physical exam \_\_\_\_\_ Purpose \_\_\_\_\_

Result \_\_\_\_\_

Have you ever been seriously ill? ( ) Yes ( ) No

If yes, nature of illness \_\_\_\_\_

Do you have any physical defect or deformity? ( ) Yes ( ) No State Nature \_\_\_\_\_

Have you undergone drug test? ( ) Yes ( ) No

If no, are you willing to undergo drug test? ( ) Yes ( ) No

### POLICE RECORD

Have you ever been arrested or accused of any crime? ( ) Yes ( ) No

Were you convicted? \_\_\_\_\_ Acquitted? \_\_\_\_\_

Have you ever secured a Police Clearance? ( ) Yes ( ) No When? \_\_\_\_\_

Have you ever been involved whether plaintiff or defendant in any court (criminal, civil, labor)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the nature of offense \_\_\_\_\_

What was the court's decision? \_\_\_\_\_

**REFERENCES**

NAMES OF AT LEAST THREE PERSONS NOT RELATED TO YOU WHO COULD VOUCH FOR YOUR INTEGRITY AND HONESTY

NAME	ADDRESS	OCCUPATION	TEL. #

**TO BE READ AND SIGNED BY ALL APPLICANTS**

It is agreed and understood that:

1. Completing this application form will no way assure that I will be employed.
2. This application was completed by me, all entries and information in it are true and complete to the best of my knowledge, an any misinterpretation on information shall be considered an act of dishonesty. I hereby agree that any falsification or misinterpretation made herein could result in my discharge in event that I'm employed by SCPI. I will furnish freely such information or documents that may be required to complete my employment file.
3. I hereby authorized SCPI to investigate my previous record of employment to ascertain any and all information which may concern my record, whether same is on record or not, and release my former employer from all liability for any damage on account of furnishing such information.
4. If employed, I understand that such employment is subject to the security and bonding policies required of me by SCPI.
5. In the event of separation from SCPI for any cause, I hereby authorize SCPI to answer any all inquiries as to my conduct and qualifications while working for the company, and cause of leaving.
6. I understand that if I am a qualified candidate for a job opening, I will be required to successfully undergo a drug screening test as a pre-requisite to my employment. The signing of this form is my permission for SCPI or its agent to take samples of my urine and perform a drug screening test on such samples. Further, I give my consent for the release of the test result to authorized company personnel for appropriate review.
7. I understand that, if employed the number of hours I work may fluctuate with business need.
8. I understand that my employment with SCPI can be terminated with or without cause at any time either at my option or the company's option. I also understand that while I am employed by SCPI, I could not enter into an agreement, express or implied for extra or outside employment during the effectivity of the contract of my employment without express authority or permission from SCPI.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Witness \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE FOR HRD USE ONLY**

Interview Status:

Hired \_\_\_\_\_ Hold \_\_\_\_\_ No Interest \_\_\_\_\_

Hiring Status: Date \_\_\_\_\_ Dept. \_\_\_\_\_  
 Position \_\_\_\_\_ Orientation Date \_\_\_\_\_  
 Drug Test Date \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Manager Interviewing \_\_\_\_\_

Schedule agreed upon by Applicant and Manager

Mon          Tues          Wed          Thurs          Fri          Sat          Sun

Manager \_\_\_\_\_ Applicant \_\_\_\_\_