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|  |  |  |  |  | Form Number: HRD-F-003 Effectivity: 12 Aug 2015Revision Code: 0Last Revision: dd/mm/yy Page: 1 / 6 |
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| NAME (LAST, FIRST, MIDDLE NAME) | TARGET POSITION | EXPECTED SALARY |
| **PERSONAL DATA** |
| Present Address (indicate length of stay) | Contact Number |
| Provincial Address/Permanent Address (indicate length of stay) | Contact Number |
| E-Mail Address | Mobile Number | Nationality | Religion |
| Date of Birth (dd/mm/yy) / Place of Birth | Civil Status | Age | Gender |
| SSS Number | Tax Identification Number (TIN) | PhilHealth Number | Pag-IBIG Number |
| Spouse Name and Age | Occupation & Employer | Contact Number | No. of Years Living Together |
| Children (Last Name, First Name, Middle Name) / Date of Birth (dd/mm/yy) / Age1.2.3.4. |
| Father’s Name and Age | Home Address | Contact Number | Occupation |
| Mother’s Name and Age | Home Address | Contact Number | Occupation |
| Guardian’s Name and Age (if any) | Home Address | Contact Number | Occupation |
| Siblings Name and Age (if any) |
| 1 | Home Address | Contact Number | Occupation |
| 2 | Home Address | Contact Number | Occupation |
| 3 | Home Address | Contact Number | Occupation |
| 4 | Home Address | Contact Number | Occupation |
| Person to Notify in Case of Emergency / Relationship / Contact Number / Address (Please give at least 2 Contact Persons) |
| 1. | Home Address | Contact Number | Relationship |
| 2. | Home Address | Contact Number | Relationship |



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|  | **HRD FORMS** |
| **APPLICATION FORM** |

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| **EDUCATIONAL BACKGROUND** |
| NAME OF SCHOOL / ADDRESS | HONORS / AWARDS / SCHOLARSHIP | INCLUSIVE DATES | YEAR GRADUATED | EXTRA- CURRICULAR ACTIVITIES |
| ELEMENTARY |  |  |  |  |
| HIGH SCHOOL |  |  |  |  |
| COLLEGE / DEGREE EARNED |  |  |  |  |
| GRADUATE / POST GRADUATE SCHOOL/ COURSE / UNITS TAKEN |  |  |  |  |
| VOCATIONAL / COURSE / UNITS TAKEN |  |  |  |  |

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| **EMPLOYMENT BACKGROUND (Please include from date of graduation up to latest employment)** |
| (FROM THE MOST RECENT) COMPANY NAME / ADDRESS /CONTACT NUMBER | POSITION / SALARY | INCLUSIVE DATES(Month & Yr) | IMMEDIATE SUPERIOR/ POSITION | REASON FOR LEAVING | MAJOR CONTRIBUTIONS |
| Position/ Salary Upon Hiring | Last Position Held/ Salary |
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| **TRAINING / SKILLS / OTHER QUALIFICATIONS** |
| TRAINING COURSE | TRAINING PROVIDER | TRAINING VENUE | INCLUSIVE DATES |
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| CERTIFICATION/LICENSES (IF ANY) |
| SKILLS /TALENTS / INTERESTS / HOBBIES |

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| **CHARACTER REFERENCES**(Please do not include former employers and relatives) |
| NAME | PROFESSION / EMPLOYER / BUSINESS ADDRESS | CONTACT NUMBER | YEARS KNOWN |
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| **OTHER DATA** |
| **Were you involved in any administrative, civil or criminal case? { } YES { } NO If yes, please provide details:** |
| **Have you suffered from any major illness? { } YES { } NO If yes, please provide details:** |
| **Are you related to any employee of Delex Pharma International Inc? { } YES { } NO If yes, please indicate name of employee and your relationship:** |
| **If you are given the opportunity to be part of Delex Pharma, will you accept any place of assignment? { } YES { } NO** |
| **Background check? { } YES { } NO** |

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| **How did you come to know our job opening? Kindly check:**[ ] Internet: [ ] School Bulletin Board - Name of School:[ ] Job Fair at: [ ] Referral – Referred by:[ ] Newspaper: [ ] Others: |
| **JOB-RELATED INTERESTS** |
| *Direction:* Based on the following, kindly list the top 5 job-related factors that motivate you to perform at your best and top 5 factors that you least like in a job, in order of importance (1 as the most important):Challenging Work Working in a participative, empowered environment wherein you have a lot of input into decisionsWorking on high-profile assignment where you are affecting your work the center of attentionWorking independently or with minimal supervisionOpportunity to coach othersOpportunity to interact with different people withinComplexity of Task/Projects or outside the organizationContinuous Learning Receiving a lot of emotional support and gestures of appreciation form othersCreativity – devising unique approaches inperforming tasks or solving problems Opportunity to lead others at workDetails - tasks requiring great attention to details Primacy of Work – making personal sacrifices forthe sake of workDiverse Perspective - working with people with awide range of backgrounds and perspective PromotionPerforming tasks at a fast pace Routine – work featured many standard proceduresFormal Recognition for Accomplishments Task Variety –working on several tasks or projectsMOST SATISFYING LEAST SATISFYING 1. 1.2. 2.3. 3.4. 4.5 5 |





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| **ESSAY** |
| ***Direction: Kindly provide comprehensive answers to the following:*****1. What are your present priorities/goals? How do you plan to achieve them?** |

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| 1. **What are your career plans for the next 3 years?**
2. **What are your strengths? Give examples of how you made use of your strengths.**
3. **What do you think are your areas for improvement? How do you plan to improve on them?**
4. **Why should the Company hire you?**
5. **What do you think are the essential characteristics / traits of a highly competent person occupying the post you are applying for? Do you think you have these traits?**
6. **What are your expectations / considerations in getting a job?**
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| **SKETCH OF RESIDENCE****(Please include landmarks and main roads)** | **LIST OF REQUIREMENTS****(Please surrender including Original Copy)*** Updated CV/Resume
* 4 pcs. 1x1 picture
* 2 pcs. 2x2 picture
* SSS, TIN, Philhealth & Pag-ibig No.
* Employment History
	+ SSS
	+ Philhealth
	+ Pag-Ibig/HDMF
	+ BIR (latest 2316)
* Applicant’s Birth Certificate
* Marriage Contract (if Applicable)
* Birth Certificate of Dependents
* College Diploma & Transcript of Records
* NBI Clearance (valid for 1 year)
* Barangay Clearance (valid for 6 months)
* Certificate of Employment
* Medical Certificate/Clearance
* Urine
* Stool
* X-ray
* CBC
* Physical Exam
* Pregnancy Test (for female applicant only)
* Psychological Test Evaluation
* Drug Test Result
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I hereby certify that the above information are true and correct to the best of my knowledge and beliefs. I authorized **Delex Pharma International Inc.** to verify the authenticity of the same. I understand that any misrepresentation or omission of facts found shall be deemed as disqualification for employment and ground for dismissal if later found when already hired by the Company

**APPLICANT’S SIGNATURE / DATE**