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|  |  |  |  | |  | Form Number: HRD-F-003 Effectivity: 12 Aug 2015  Revision Code: 0  Last 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) / Age  1.  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 decisions  Working on high-profile assignment where you are affecting your work the center of attention  Working independently or with minimal supervision  Opportunity to coach others  Opportunity to interact with different people within  Complexity of Task/Projects or outside the organization  Continuous Learning Receiving a lot of emotional support and gestures of appreciation form others  Creativity – devising unique approaches in  performing tasks or solving problems Opportunity to lead others at work  Details - tasks requiring great attention to details Primacy of Work – making personal sacrifices for  the sake of work  Diverse Perspective - working with people with a  wide range of backgrounds and perspective Promotion  Performing tasks at a fast pace Routine – work featured many standard procedures  Formal Recognition for Accomplishments Task Variety –working on several tasks or projects  MOST 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 |

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**