**S.L. DEVELOPMENT CONSTRUCTION CORPORATION**
2F, Rusland Building, 1932 F. Agoncillo Street, Malate, Manila 1004 Philippines
Tel. Nos. (63 2) 353-1901, 353-1570, 353-1569, 353-1559 / Telefax No. (63 2) 353-1568
E-mail: sldccorp@sldcc.net

# APPLICANT INFORMATION SHEET

| HR Action |
|---|
| □ *For 2nd Interview* |
| □ *For Final Interview* |
| □ *Disqualified* |
| □ *Active File* |

Date of Application: _____
Desired Position: _____

1 x 1 photo

## PERSONAL INFORMATION

| Name | Last Name | First Name | Middle Name | Nickname |
|---|---|---|---|---|
| | | | | |

| | | | |
|---|---|---|---|
| Present Address | | | |
| Permanent Address | | | |
| Tel. No. | Cell. No. | E-mail Address | |
| Date of Birth | Place Of Birth | Age | Gender |
| Height | Weight | Civil Status | |
| SSS No. | | PAG-IBIG No. | |
| TIN No. | | License No. | |
| Philhealth No. | | | |
| *Language/Dialect Spoken* | | | |
| *Skills and Interests* | | | |

## WORK HISTORY

| | COMPANY NAME | ADDRESS (City) | JOB TITLE | INCLUSIVE DATES | | REASON FOR LEAVING |
|---|---|---|---|---|---|---|
| | | | | FROM | TO | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

## EDUCATIONAL BACKGROUND

| SCHOOL NAME & ADDRESS | DEGREE EARNED | YEAR GRADUATED | HONORS/AWARDS |
|---|---|---|---|
| Post Graduate | | | |
| Graduate | | | |
| Vocational | | | |
| High School | | | |
| Elementary | | | |
| Gov't Exams Taken: | Place of Exam: | | Rating: |

## TRAININGS & SEMINARS ATTENDED

| | DATE | TITLE (TOPIC) | TRAINING PROVIDER | VENUE |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

| FAMILY INFORMATION | | | | |
|---|---|---|---|---|
| Father | | | | |
| Mother | | | | |
| Brothers & Sisters | | | | |
| | | | | |
| | | | | |
| | | | | |
| Spouse | | | | |
| Children | | | | |
| | | | | |
| | | | | |
| | | | | |

| CHARACTER REFERENCE (Not Related To You) | | | | | |
|---|---|---|---|---|---|
| | NAME | RELATIONSHIP | OCCUPATION | ADDRESS | CONTACT NO. |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

| *How did you know of the opening?* | *Name of person you know in this company:* |
|---|---|
| □ Walk-in<br>□ Newspaper Ad<br>□ Online Ad | Relation to you: _____ |
| □ School Placement<br>□ Referral of _____<br>□ Others (Please Specify)_____ | *Had there been any criminal charges against you?* _____<br>If Yes, please give details: |

*I hereby certify that the statement I made in this application are true and correct and any falsifiction shall be sufficient reason for dismissal from or refusal of employment by this Company. Authorization is hereby given to the company to further investigate the accuracy and completeness of the information contained herein.*
*I agree to submit myself to physical examination as pre-requisite for employment.*

_____ _____

Employee Signature Over Printed Name Date