



ATTACH RECENT PHOTO
(taken in the last 6 months)

APPLICANT INFORMATION FORM

v6.2019

Position Applied for		Date Applied
First Choice	Second Choice	
Channel of Application <input type="checkbox"/> UA&P website <input type="checkbox"/> Newspaper ad <input type="checkbox"/> Referred by _____ <input type="checkbox"/> JobsDB <input type="checkbox"/> Campus posting <input type="checkbox"/> Others (pls. specify): _____ <input type="checkbox"/> JobStreet <input type="checkbox"/> Other Internet sites		How soon can you start work?

PERSONAL DATA				
Last Name	First Name	Middle Name	Nick Name	Gender
Present Address			<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Living w Parents <input type="checkbox"/> Living w Relatives	Home Telephone
Permanent Address/Provincial Address			Mobile Phone Number	Email Address
Date of Birth <i>(*for seniority benefits and retirement factor)</i>	Age <i>(*for seniority benefits and retirement factor)</i>	Place of Birth	Civil Status	Date of Marriage
Place of Marriage (Church of/ Parish of/ Office of the/ House of / Barangay of/ Mosque of)				
Religion	Citizenship	Nationality	Weight	Height
TIN	Tax Exempt Code <input type="checkbox"/> Single <input type="checkbox"/> Head of the Family <input type="checkbox"/> Married <input type="checkbox"/> M (no. of children)	PhilHealth No.	HDMF (Pag-IBIG Fund) No.	SSS No.
Father's Full Name		Date of Birth & Age	Occupation	Employer
Mother's Full Name		Date of Birth & Age	Occupation	Employer
Spouse's Full Name		Date of Birth & Age	Occupation	Employer

CHILDREN			
Full Name	Date of Birth & Age	Occupation	Employer / School

BROTHERS AND SISTERS			
Full Name	Date of Birth & Age	Occupation	Employer/ School

EMPLOYMENT RECORD			
Name of Company	Starting Position	Current Position/Position Upon Leaving	Date Hired
Address	Telephone No.	Current salary/salary upon leaving	Date Separated
Name of Immediate Superior	Position of Immediate Superior	Reason for leaving	No. of people supervised
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Name of Immediate Superior	Position of Immediate Superior	Reason for leaving	No. of people supervised

EDUCATIONAL BACKGROUND			
School & Address	Degree/Major	Years Attended (e.g. 2000-2004)	Awards and Honors Received
GRADE SCHOOL			
HIGH SCHOOL			
VOCATIONAL			
COLLEGE			
MASTERAL			
DOCTORATE			

ONGOING STUDIES		
School	Units Earned	Year Begun
Title of Thesis/Dissertation	Total Course Units	Expected Date of Graduation

OTHER SPECIAL TRAININGS AND CERTIFICATION PROGRAMS COMPLETED		
Title of Seminar/Certification Program	Organizer	Date Completed

GOVERNMENT EXAMS TAKEN		
Type of Exam	Date Taken	Rating

PROFESSIONAL LICENSES

Professional Licensure Passed	PRC Number	Valid Until
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PROFESSIONAL AND CIVIC INVOLVEMENT

Organization	Position	Date of Membership

ADDITIONAL DATA

Do you have relatives or friends in University of Asia and the Pacific? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected Salary
If yes, please give the ff details: Name _____ Relationship _____ Unit _____	

Computer Skills <i>(Please check your level of proficiency)</i>					
● MS Word	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Basic	● MS Outlook	<input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
● MS Excel	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Basic	● MS Access	<input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
● MS PowerPoint	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Basic	● MS Publisher	<input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic

If employed, would you accept field work? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Interests/Hobbies/Sports

Do you have any circumstance/considerations that might affect your employment in the University if hired (e.g. plans of migrating, further studies, health)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:

Have you ever been subjected to disciplinary action in any of your previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:

Have you ever been discharged or forced to resign from any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:

Have you ever been charged with and/or convicted of any criminal/administrative offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:

May we contact your present employer for reference?		
<input type="checkbox"/> Yes	If yes / not yet, WHEN	If no, state reason
<input type="checkbox"/> Not yet		
<input type="checkbox"/> No		

CHARACTER REFERENCES

Name	Occupation / Relationship	Company/Business Address	Contact Details

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name	Relationship	Telephone No.	Mobile No.
Address			

I hereby certify, under pain of perjury, that the foregoing facts are true and correct. I voluntarily give UA&P the right to conduct whatever information verification it may deem necessary. I likewise agree to provide any assistance the company may require in this regard. I declare that I have read and accept the Educational Principles of the University of Asia and the Pacific, and hereby declare that there is nothing in these Principles that violate my personal (intellectual, ideological, and religious) beliefs and convictions.

Signature of Applicant

We want to let you know that we only collect personal data that is relevant to the application process in UA&P. We also wish to inform you that we protect your personal information and give you control of the data that we have of you. If you want to know how we use your data and find out more about our privacy policy, you may visit our privacy page at <https://privacy.uap.asia>.



Signature of Applicant