**Employment Application**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applying for | | | | Click here to enter text. | | | | | |
| How did you learn about this vacancy? | | | | Choose an item. | | | | | |
| If “Other” or “Other website” is selected, please specify. | | | | Click here to enter text. | | | | | |
|  | | | | | | | | | |
| **Personal Information** | | | | | | | | | |
| 1. Given Name | | | | Please type your name as indicated on your passport. | | | | Shape  Description automatically generated with low confidence | |
| Middle Name | | | |  | | | |
| Family Name | | | |  | | | |
| Other Name (if any) | | | |  | | | |
| 2. Date of Birth | | | | MMM-DD-YYYY | | | |
| 3. Nationality | | | | Enter your nationality here. | | | |
| 4. Gender | | | | Click here for gender. | | | |
| 5. Marital Status | | | | Click here for marital status. | | | |
| 6. Permanent Home Address | | | | Click here to enter text. | | | | | |
| 7. Present Home Address | | | | Click here to enter text. | | | | | |
| 8. Email address | | | | (Personal) Click here to enter text. | | | | | |
| (Office) Click here to enter text. | | | | | |
| 9. Telephone numbers | | | | (Mobile) Click here to enter text. | | | | | |
| (Home) Click here to enter text. | | | | | |
| (Office) Click here to enter text. | | | | | |
| (Others) Click here to enter text. | | | | | |
| 10. Do you have dependents? | | | | Yes or No? | | | | | |
| If yes, please complete the list below. | | | | | | | | | |
| Name | | | | Relationship | | | | Date of Birth | |
| Name | | | | Click here | | | | MMM-DD-YYYY | |
| Name | | | | Click here | | | | MMM-DD-YYYY | |
| Name | | | | Click here | | | | MMM-DD-YYYY | |
| Name | | | | Click here | | | | MMM-DD-YYYY | |
| 11. Have you previously submitted an employment application to the APO? | | | | Yes or No? | | | | | |
| If yes, when and for which position? Click here to enter text. | | | | | | | | | |
| Were you shortlisted for an interview? | | | | Yes or No? | | | | | |
| 12. Languages: Select as appropriate. List your mother tongue first. | | | | Language | | Read | Written | | Spoken |
| 1. Language | | Click here | Click here | | Click here |
| 2. Language | | Click here | Click here | | Click here |
| 3. Language | | Click here | Click here | | Click here |
| 4. Language | | Click here | Click here | | Click here |
| 13. Professional qualifications, if any (e.g., CPA, TOEIC, TOEFL, etc.) | | | | Click here to enter text. | | | | | |
| 14. IT competency (e.g., Word, Excel, Database, HTML, etc.) Click here to enter text. | | | | Click here to enter text. | | | | | |
|  | | | | | | | | | |
| **Academic Qualifications** | | | | | | | | | |
| 15. List the educational institutions attended in reverse chronological order, starting from the most recent. | | | | | | | | | |
| 15 A - University or Equivalent | | | | | | | | | |
| Degree and major field of study | | | Name of university or institution | | City/Country | | | From | To |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| 15 B - High School or Equivalent | | | | | | | | | |
| Certificates or diplomas | | | Name of school or institution | | City/Country | | | From | To |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
|  | | | | | | | | | |
| **Professional Experience** | | | | | | | | | |
| 16. List work experience in reverse chronological order, starting from the most recent. | | | | | | | | | |
| a | | Position | Name of Employer | | City/Country | | | From | To |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Type of business | Click here to enter text. | | | | | | |
| Description of duties | Click here to enter text. | | | | | | |
| Number of staff supervised | Click here to enter text. | | | | | | |
| Reasons for leaving | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| b | | Position | Name of Employer | | City/Country | | | From | To |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Type of business | Click here to enter text. | | | | | | |
| Description of duties | Click here to enter text. | | | | | | |
| Number of staff supervised | Click here to enter text. | | | | | | |
| Reasons for leaving | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| c | | Position | Name of Employer | | City/Country | | | From | To |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Type of business | Click here to enter text. | | | | | | |
| Description of duties | Click here to enter text. | | | | | | |
| Number of staff supervised | Click here to enter text. | | | | | | |
| Reasons for leaving | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| d | | Position | Name of Employer | | City/Country | | | From | To |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Type of business | Click here to enter text. | | | | | | |
| Description of duties | Click here to enter text. | | | | | | |
| Number of staff supervised | Click here to enter text. | | | | | | |
| Reason for leaving | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| e | | Position | Name of Employer | | City/Country | | | From | To |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | MMM-YYYY | MMM-YYYY |
| Type of business | Click here to enter text. | | | | | | |
| Description of duties | Click here to enter text. | | | | | | |
| Number of staff supervised | Click here to enter text. | | | | | | |
| Reasons for leaving | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| **Public Engagement, Publications, Professional Society Membership** | | | | | | | | | |
| 17. List of public speaking engagements (as a speaker, presenter, or moderator). If available, please provide links for recorded sessions available for public viewing (e.g., YouTube). | | | Click here to enter text. | | | | | | |
| 18. List and links of publications, articles, analyses/observations published or shared through digital platforms, e.g., blogs. | | | Click here to enter text. | | | | | | |
| 19. Professional society memberships in civic, public, or international affairs, if any. | | | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| **References** | | | | | | | | | |
| 20. List three unrelated personal references familiar with your character and qualifications. | | | | | | | | | |
|  | | | | | | | | | |
| 1 | Name | | Click here to enter text. | | | | | | |
| Designation | | Click here to enter text. | | | | | | |
| Address | | Click here to enter text. | | | | | | |
| Telephone | | Click here to enter text. | | | | | | |
| Email | | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| 2 | Name | | Click here to enter text. | | | | | | |
| Designation | | Click here to enter text. | | | | | | |
| Address | | Click here to enter text. | | | | | | |
| Telephone | | Click here to enter text. | | | | | | |
| Email | | Click here to enter text. | | | | | | |
|  | | | | | | | | | |
| 3 | Name | | Click here to enter text. | | | | | | |
| Designation | | Click here to enter text. | | | | | | |
| Address | | Click here to enter text. | | | | | | |
| Telephone | | Click here to enter text. | | | | | | |
| Email | | Click here to enter text. | | | | | | |
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| **Other Information** | | | |
| 21. Do you need assistance in performing the work related to the position for which you are applying? | | | Yes or No? |
|  | If yes, please specify | Click here to enter text. | |
| 22. Have you ever been arrested, indicted, or summoned to court as a defendant in criminal proceedings, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? | | | Yes or No? |
|  | If yes, give details. | Click here to enter text. | |
| 23. Other points for consideration, if applicable | | | Click here to enter text. |
|  | | | |
| **Confirmation** | | | |
| I hereby certify that my statements above are true, complete, and correct to the best of my knowledge. I understand that falsified statements, misrepresentation, or material omissions made in this application in any detail shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal. | | | Yes or No? |
| Signature: Date: | | | |

*HR/Employment Form/January 2022*