**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. |
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| **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. |
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| 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*