**TAKE TIME TO READ THE INSTRUCTIONS**

**PLEASE FOLLOW THE FORMAT**. Do not add or include items that are not asked like projects, etc.

**DATE – complete the date like March 13, 1996 (NOT MARCH 1996 or 3/13/1996).**

**ADD PAGE if necessary**

**PHOTO MUST BE CURRENT, TAKEN NOT LATER THAN 6 MONTHS!**

**PERSONAL INFORMATION**

1. **Birth Date** - Complete your birth date – Month, day and year (**ex. February 29, 1979**)
2. **Driver’s License** – Put professional or non-professional and restriction code, NOT THE LICENSE NUMBER

**EDUCATIONAL INFORMATION**

1. **School Year** – Complete the date – Month, day and year OR Month/Year only (**ex. June 2000 – March 2024**)
2. The order of employment information should be **MOST RECENT FIRST** (latest ang mauuna) to oldest.
3. Please include specific and detailed duties and responsibilities. Explain how you do your job.
4. **DO NOT** include anymore that you are attending toolbox meeting, etc. Only your job specific duties.
5. List a minimum of 7 **JOB DESCRIPTIONS**.
6. Explain **IN FULL DETAIL** and **SPECIFIC MANNER** what you do at work, what you finish or product you make, etc.
	1. What are the tools and machines you used? How do you use them in the jobsite?
	2. If you are a team leader, how many members are in your team and how do you manage them?
	3. Please make sure that the duties and responsibilities you list here will impress your future employer.
	4. You have more chances of getting a job interview if you are detailed in your duties and responsibilities.
	5. Make your own duties and responsibilities. DO NOT COPY from the internet.
	6. Name the brands or model of the tools, machine and equipment used or know how to operate.
7. Additional contact details are optional. Remove Skype, WhatsApp, or Viber if you do not have any

**Save the file as Word doc ONLY (.docx).**

**Use <name-position.docx> as the filename.**

**Ex. mario-salazar\_carpenter.docx leila-deliha\_caregiver.docx**

**2 x 2 photo**

**Name**

**Position**

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Birth Date* | : | Month / Day / Year |  | *Birthplace* | : |  |
| *Age* | : |  |  | *Civil Status* | : |  |
| *Height* | : |  |  | *Gender* | : |  |
| *Weight* | : |  |  | *Religion* | : |  |
| *Passport No.* | : |  |  | *Driver’s License Restriction* | : |  |
| *Date Issued* | : |  |  | *Mobile / Telephone No.* | : | 1. |
| *TIN* | : |  |  |  |  | 2. |

**EDUCATIONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Level*** | ***School Year****(Month/Year)* | ***School Name and Address*** | ***Course*** |
| From | To |
| Tertiary |  |  |  |  |
| Vocational |  |  |  |  |
| High School |  |  |  | High School |
| Elementary |  |  |  | Elementary |

# EMPLOYMENT INFORMATION

|  |  |  |
| --- | --- | --- |
| **Company** | **:** |  |
| Address | : |  |
| Position | : |  |
| Date *(From - To)* | : |  |
| Contact Person | : |  |
| Number | : |  |
| Email | : |  |

**JOB DESCRIPTION**

**EMPLOYMENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Company** | **:** |  |
| Address | : |  |
| Position | : |  |
| Date *(From - To)* | : |  |
| Contact Person | : |  |
| Number | : |  |
| Email | : |  |

**JOB DESCRIPTION**

**ADD MORE EMPLOYMENT INFORMATION HERE IF NEEDED, SAME FORMAT AS ABOVE**

**TOOLS AND EQUIPMENT USED**

|  |  |
| --- | --- |
|  |  |

**SEMINARS AND TRAININGS**

**ADDITIONAL CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Address** | **:** |  |
| **Skype** | **:** |  |
| **WhatsApp** | **:** |  |
| **Viber** | **:** |  |

**Signature over printed name**

 Applicant