



PERSONAL INFORMATION

POSITION APPLYING FOR: _____

Name (Last, First, Middle)		Nickname
Present Address		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Permanent Address		Email Address
Mobile Number	Landline Number	Civil Status
Place of Birth	Citizenship	Religion

EDUCATION

Elementary School & Location	Years Attended
High School & Location	Years Attended
College/University & Location Course	Years Attended
Graduate School & Location Course	Years Attended
Vocational School / Special Courses	
Prof. Licensure & Other Government Exams Passed	

Affiliations/Memberships in Clubs and Organizations

WORK-RELATED DATA

List the computer programs/software applications you know and indicate proficiency.

Do you expect to engage in other business while in our employ?

Yes No

If yes, describe the work & hours required

Are you willing to work overtime?

Yes No

Are you willing to be assigned to the provinces?

Yes No

Are you willing to work on weekends and holidays?

Yes No

OTHER PERSONAL INFORMATION

Where do you live?

Own House With Parents
 Rented House Others _____

Approximate Living Expenses per Month

Outstanding Debts & Obligations (List the Amounts & Names of Creditor)

Physical Defects / Illnesses During the Last 5 Years

Have you ever been accused, indicted and/or convicted of any crime? Yes No

If yes, state the facts.

Person to Notify in Case of Emergency (Full name, Relationship, Address and Contact No.)

Name all friends employed in RCBC (Please specify relationship)

Name all relatives employed in RCBC (Please specify relationship)

Name all relatives employed as a senior government official (i.e. Director, Secretary, Mayor, Governor, Senator, etc.; Please specify relationship)

SOURCING APPLICATION:

- Walk-in
- Online Application (RCBC Careers Website, Jobstreet, LinkedIn):
- Employee Referral (Name of Employee): _____)
- Applicant Referral (Name of Applicant): _____)
- University Recruitment (Job Fair, Mock Interview):
- OJT Pool (RCBC Branch Assigned): _____)
- Contractual Conversion (RCBC Branch / Department Assigned): _____)
- Print Ad (Newspaper, ATM Ad, Branch Ad): _____)
- Recruiter's Active Search (Name of Recruiter): _____)
- Headhunter (Name of Headhunter): _____)

PLEASE READ AND SIGN ON THE SPACE PROVIDED BELOW

1. I agree to undergo and pass a physical/medical examination by the bank's designated physician prior to acceptance.

2. I permit the company to examine my references, records of employment, education record, and any other information I have provided. I authorized the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation. I understand that any negative findings arising from said investigation may cause my dismissal even if already employed by this company.

3. I understand that, if accepted for employment, I am subject to a maximum probationary period of six (6) months, and if it is found during this period that, in the company's judgment, I do not meet the requirements of my position, the engagement may be terminated without any other reason. In the event of my appointment to a position in RCBC will willingly comply with all orders, rules and regulations. While in the employ of RCBC, I agree not to engage in any other business or work without the written consent of the Company.

I hereby certify that I have read and have fully understood the aforementioned statements. I further confirm that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me in this 4-page application form are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to process my employment can be grounds for rejection of application or, if already employed by this company, my dismissal.

SIGNATURE OVER PRINTED NAME

DATE