



POSITION APPLYING FOR: _____

PERSONAL INFORMATION

Full Name (Last Name, First Name, Middle Name)		Nickname
Present Address		Gender
Permanent Address		Email Address
Mobile Number	Landline Number	Civil Status
Place of Birth	Citizenship	Religion

EDUCATION

Elementary School & Location		Years Attended (From/To)
High School & Location		Years Attended (From/To)
College/University & Location	Course	Years Attended (From/To)
Graduate School & Location	Course	Years Attended (From/To)
Professional Licensure & Other Government Exams Passed / Year Passed		
Affiliations/Memberships in Clubs and Organizations		



EMPLOYMENT RECORD

From	To	Name of Employer	Location	Position	Reason for Leaving

FAMILY DATA

Married – Spouse, Children, Parents, Brothers and Sisters
Single – Parents, Children, Brothers and Sisters

Full Name	Age	Relationship	Home Address	Employer's Name, Position & Address	Dependent (Y/N)



WORK-RELATED DATA

List the computer programs/software applications you know and indicate proficiency.	
Have you ever been discharged or requested to resign from any job?	If yes, state the reason why.
Do you expect to engage in other business while employed in RCBC?	If yes, describe the work & hours required.
Are you willing to work overtime?	
Are you willing to be assigned to other provinces?	
Are you willing to work on weekends and holidays?	

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)	
Have you ever been accused, indicted and/or convicted of any crime? 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	
University Recruitment	
Print Ad	
Employee Referral	Name of RCBC Employee:
Applicant Referral	Name of Applicant:
OJT Pool	Group Assigned:
Contractual Conversion	Group Assigned:
Head Hunter	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 joining RCBC.
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.
4. 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