ATENEO DE MANILA UNIVERSITY

UNIVERSITY PEOPLE, TEAM, AND ORGANIZATION DEVELOPMENT OFFICE

PERSONAL DATA SHEET

PERSONAL INFORMATION

FAMILY NAME	FIRST NAME	MIDDLE NAME	NICKNAME
PRESENT ADDRESS (*# Street, Barangay, City, Province, ZIP*)			
PERMANENT ADDRESS (# Street, Barangay, City, Province, ZIP)			
PROVINCIAL ADDRESS (# Street, Barangay, City, Province, ZIP)			
PLACE OF BIRTH		CITIZENSHIP	
EMAIL	FATHER'S NAME OCCUPATION/EMPLOYER		
MOBILE NO.	MOTHER'S MAIDEN NAME OCCUPATION/EMPLOYER		
TELEPHONE NO.	NAME OF SPOUSE OCCUPATION/EMPLOYER		

NAME OF YOUR CHILDREN	NAME OF YOUR CHILDREN
1.	4.
2.	5.
3.	6.

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME	ADDRESS	TELEPHONE NO.	EMAIL	RELATIONSHIP

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LIST OF POSITION/S YOU ARE APPLYING FOR	HOW DID YOU COME TO KNOW OF THE POSITION?
1.	
2.	
3.	

EDUCATION

EDUCATIONAL ATTAINMENT	NAME OF SCHOOL	COURSE	FROM	TO	HIGHEST LEVEL COMPLETED
JUNIOR HIGH SCHOOL					
SENIOR HIGH SCHOOL					
COLLEGE					
MASTERS					
DOCTORATE					
OTHERS					

CERTIFICATIONS/PROFESSIONAL DEVELOPMENT

TITLE OF SEMINAR, WORKSHOP, SHORT COURSE, CERTIFICATION, FELLOWSHIP	NAME AND LOCATION OF INSTITUTION	INCLUSIVE DATES ATTENDED	VALIDITY, if applicable

SKILLS

SPECIAL SKILLS/ OTHER QUALIFICATIONS	YES	NO	SPECIAL SKILLS / OTHER QUALIFICATIONS	YES	NO

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DRIVING ☐ Non-professional ☐ Professional	☐	☐	SCIENCE LABORATORY WORK (kindly specify: _____)	☐	☐
TRADE SKILLS: (Please specify - e.g., electrical, carpentry, painting, plumbing, welding, automotive, mason)	☐	☐	IT DEVELOPMENT/ PROGRAMMING (kindly specify programming language: _____)	☐	☐
AV SKILLS (Please specify equipment)	☐	☐	IT SOFTWARES (kindly specify software and proficiency level)	☐	☐
OTHERS: (Please specify)	☐	☐	OTHERS: (Please specify)	☐	☐

Within the IT SOFTWARES cell:

Software	Proficiency Level *(Beginner, Intermediate, Proficient, Advance)*

PROFESSIONAL LICENSES

PROFESSIONAL ELIGIBILITY:	LICENSE NO:	REGISTRATION DATE:	VALIDITY:

ACTIVITIES

MEMBERSHIP IN ORGANIZATIONS AND CLUBS
HOBBIES & RECREATIONAL ACTIVITIES

WORK EXPERIENCE

*Employment record **in** the Ateneo de Manila University. Please start with the most recent.*

INCLUSIVE DATES OF EMPLOYMENT	UNIT/ CLUSTER	POSITION/ COMPETENCY TRACK/LEVEL	WORK HOURS PER WEEK	NUMBER OF REPORTING DAYS PER WEEK	REASON FOR LEAVING, if applicable

*Employment record **outside** the Ateneo de Manila University. Please start with the most recent.*

INCLUSIVE DATES OF EMPLOYMENT	NAME OR ORGANIZATION	POSITION/ JOB LEVEL	SALARY	WORK HOURS PER WEEK	NUMBER OF REPORTING DAYS PER WEEK	REASON FOR LEAVING

DECLARATIONS

Do you have any circumstances/considerations that might affect your employment in the university if hired (e.g., current contract with another employer, non-compete clause that is still in effect in any of your employment contracts, plans of migrating, further studies, and health)?

Mayroon ka bang anumang kundisyon o pangyayari na maaaring makaapekto sa iyong pagtatrabaho sa university kung ikaw ay matanggap sa trabaho (halimbawa: kasalukuyang kontrata sa ibang employer,

non-compete clause sa nasa bisa pa sa alinman sa iyong mga kontrata sa trabaho, planong mag-migrate sa ibang bansa, karagdagang pag-aaral, o kalusugan)?

☐ YES, If yes, please give details:

☐ NO

Are you currently an owner, related to someone, or is employed, in a company that is of similar nature as that of the Ateneo (e.g., an educational institution, tutorial provider, review school, etc.)?

Ikaw ba ay kasalukuyang may-ari, may kaugnayan sa sinuman, o nagtatrabaho sa isang kumpanya na may katulad ng sa Ateneo (halimbawa: isang institusyong pang-edukasyon, nagkakaloob ng tutorial, review school, atbp.)?

☐ YES, If yes, please give details:

☐ NO

Are you currently an owner, related to someone, or employed, in a company that supplies goods or services to the Ateneo?

Kasalukuyan ka bang may-ari, may kamag-anak, o nagtatrabaho sa isang kumpanya na nagsu-supply ng mga produkto o serbisyo sa ateneo?

☐ YES, If yes, please give details:

☐ NO

Have you ever been involved in any administrative case against you in any of your employment?

Ikaw ba ay nasangkot sa anumang administrative case laban sa iyo sa alinman sa iyong mga naging trabaho?

☐ YES, If yes, please give details:

☐ NO

Have you ever been charged or convicted of any offense?

Ikaw ba ay nakasuhan o nahatulan ng anumang paglabag sa batas?

☐ YES, If yes, please give details:

☐ NO

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Have you ever been meted a sanction for any infractions as a high school, college, or graduate student (e.g., warning, reprimand, suspension, and/or dismissal)?

Ikaw ba ay nakatanggap ng kahit na anong sanction para sa anumang infraction bilang estudyante noong high school, college, o graduate school (halimbawa: babala, reprimand, suspensyon, o pagkatanggal)?

☐ YES, If yes, please give details:

☐ NO

Have you worked with minors before?

Nakapagtrabaho ka ba dati kasama ang mga menor de edad (halimbawa: pagtuturo, tutoring)?

☐ YES, If yes, what was the nature of your engagement? (e.g. teaching, tutoring):

☐ NO

RELATIVES WORKING IN THE ATENEO DE MANILA UNIVERSITY
Print clearly and provide details according to this order: Parents, Siblings, Spouse, Children, Parent-in-law, Brother/Sister-in-law, First Cousin/First Cousin-in-law, Uncle/Aunt, Nephew/Niece (son/daughter of brother/sister)

LAST NAME	FIRST NAME	MIDDLE NAME	RELATIONSHIP	POSITION/CLUSTER/ UNIT/OFFICE

PROFESSIONAL REFERENCES
(Faculty, Academic Adviser, and/or Previous Supervisor; Exclude Relatives)

NAME	COMPANY AND ADDRESS	POSITION	TEL NUMBER	EMAIL
1.				
2.				

ESSAY
Use another sheet if necessary.

1.   Describe yourself.

Ipakilala ang iyong sarili.
2. Why do you want to work at the Ateneo de Manila University?   *Bakit nais mong magtrabaho sa Ateneo de Manila University?*
3. What are your career plans? What do you see yourself doing in the next 10 years?   *Ano ang plano mo para sa iyong career? Paano mo nakikita ang sarili mo sa mga susunod na sampung (10) taon?*
4. What are your strength/s that can help you perform in the position you are applying for?   *Ano ang iyong mga maiinam na katangian na makakatulong upang magampanan ang trabahong iyong inaaplayan?*
5. What are your weakness/es that can hinder you in performing the duties expected from you?   *Ano ang iyong mga kakulangan o kahinaan na maaaring maging hadlang sa pagganap ng inyong tungkulin?*
6. If accepted in the position you are applying for, what can you contribute to the office/unit?   *Kung ikaw ay matatanggap sa posisyong ito, ano ang maaari mong maibahagi sa opisinang iyong kabibilangan?*

APPLICATION DOCUMENTS

Included in this Personal Data Sheet are my:

- ☐ Letter of Intent, addressed to the Director, University People, Team, and Organization Development Office
- ☐ Professional Reference Assessment Form from current/previous supervisor (at least 2 Professional References)
- ☐ Certificate of Good Moral Character issued by College/University (for new graduates or those with less than 1-year work experience)
- ☐ Updated Resume
- ☐ Portfolio of past works *(for technical positions)*
- ☐ Scanned copy of the original Transcript of Record
- ☐ Scanned copy of the original Diploma
- ☐ Scanned copy of the original Certificate of Employment/Good Moral Character

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- [ ] Medical Records (CBC, X-Ray, Urinalysis, Physical Exam, Medical Certificate – Fitness to Work)
- [ ] NBI Clearance
- [ ] Scanned copy of the original PSA Birth Certificate (applicant/dependents)
- [ ] Scanned copy of the original PSA Marriage Contract
- [ ] Proof of TIN
- [ ] Proof of SSS Number
- [ ] Proof of PhilHealth Number
- [ ] Proof of Pag-IBIG Number
- [ ] Others: _____

- [ ] I hereby certify that all the information contained in this Personal Data Sheet and all other documents included in my submission are true and correct to the best of my knowledge. Considering that they may serve as the basis of my employment, I further maintain that I have not withheld any fact or circumstance, which could affect my application unfavorably. I understand that if there are any omissions or misrepresentations contained in this document, such may constitute sufficient grounds for the revocation or termination of my employment, after observing due process. In line with these, I hereby consent to and expressly authorize the University to contact pertinent individuals and institutions (e.g., current/former employers, schools, clients, etc.), and perform any other lawful means necessary to confirm, validate, and/or verify the truth, accuracy and/or completeness of all the information I have provided. The University will conduct such verification in accordance with the University's Privacy Policy for University Personnel and other applicable laws or policies.

_____   _____
Applicant's signature over printed name   Date Applied