

# APPLICATION FOR EMPLOYMENT (www.psc.ph)



## PHILIPPINE SINTER CORPORATION

**Sinter Plant:**  
PHIVIDEC Industrial Estate  
Villanueva, Misamis Oriental

**Head Office:**  
23<sup>rd</sup> Floor 6788 Ayala Avenue  
Oledan Square, Makati City

Paste  
2"x2" size photo  
here

### DIRECTIONS:

1. **Print this application form in A4-size paper.**
2. **Answer in CAPITAL LETTERS. If question is not applicable, write "NA".**
3. **Upon completion, attach the following documents in order:**
  - a. *Typewritten application letter*
  - b. *Resume*
  - c. *Photocopy of transcript of records or certification of candidate for graduation, if graduating this semester*
4. **Enclose complete documents in an envelope and send (or hand carry) to the address below:**  
THE PERSONNEL MANAGER  
Philippine Sinter Corporation  
PHIVIDEC Industrial Estate  
Villanueva 9002 Misamis Oriental
5. **Only complete application documents shall be processed.**

<b>POSITION APPLYING FOR</b>	<input type="checkbox"/> Maintenance Personnel <input type="checkbox"/> Plant Operator <input type="checkbox"/> Lab. Analyst <input type="checkbox"/> Accounting Staff <input type="checkbox"/> Others
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### I. PERSONAL INFORMATION

<b>Name</b>	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<b>Complete City Address</b> <small>(include postal code)</small>			
<b>Complete Provincial Address</b> <small>(include postal code)</small>			
<b>Contact Details</b> <small>(Nos. where you can be reached during daytime)</small>	<i>Mobile Phone</i>	<i>Landline</i>	<i>Email Address</i>
<b>Course Graduated</b> <small>(Specify Degree/Major)</small>	<b>University/School</b>		
<b>EDUC Status</b>	<input type="checkbox"/> College Graduate <input type="checkbox"/> College Level <input type="checkbox"/> 3Yr Tech <input type="checkbox"/> Vocational (1-2Yrs Tech) <input type="checkbox"/> TESDA		
<b>License</b>	<input type="checkbox"/> Certified Plant Mechanic <input type="checkbox"/> Master Electrician <input type="checkbox"/> CPA <input type="checkbox"/> Member of the Bar <input type="checkbox"/> Engineer <i>(specify)</i> _____ <input type="checkbox"/> Others <i>(specify)</i> _____		
<b>License Number</b>		<b>Date Registered</b>	
<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Place of Origin</b>	
<b>Age</b>	<b>Weight</b>	<b>Height</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Religion</b>	<b>SSS # (if any)</b>	<b>TIN # (if any)</b>	<b>Philhealth # (if any)</b>
<b>Civil Status</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated		<b>Blood Type</b>

<b>Languages/Dialects Written or Spoken</b>	<input type="checkbox"/> English <input type="checkbox"/> Tagalog <input type="checkbox"/> Visayan <input type="checkbox"/> Others (specify) _____
<b>Do you have other source(s) of income?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify _____
<b>Place of residence should you work in PSC?</b>	<input type="checkbox"/> Own house <input type="checkbox"/> Apartment <input type="checkbox"/> Boarding house <input type="checkbox"/> Others (specify) _____

## II. EDUCATIONAL BACKGROUND

Level	School	Address	Inclusive Years (From – To)	Degree (if any)	Honors/ Rank in Class
Elementary					
High School					
Undergraduate					
Graduate					
Post-Graduate					
Others (specify)					

Attach photocopies of Transcript of Records, Diploma and Government Licensure Examinations results.

## III. EMPLOYMENT HISTORY (Use back page if necessary)

<b>Present/ Last Employer</b>	<b>Name</b>	<b>Location</b>	<b>Nature of Business</b>	<b>Immediate Supervisor</b>
	<b>Nature of Work</b>	<b>Date Employed</b>	<b>Starting Salary per month</b>	<b>Latest Salary per month</b>
	<b>Reason for Leaving or Wanting to Leave</b>			
<b>Previous/ 2<sup>nd</sup> Last Employer</b>	<b>Name</b>	<b>Location</b>	<b>Nature of Business</b>	<b>Immediate Supervisor</b>
	<b>Nature of Work</b>	<b>Date Employed</b>	<b>Starting Salary per month</b>	<b>Latest Salary per month</b>
	<b>Reason for Leaving or Wanting to Leave</b>			
<b>3<sup>rd</sup> Last Employer</b>	<b>Name</b>	<b>Location</b>	<b>Nature of Business</b>	<b>Immediate Supervisor</b>
	<b>Nature of Work</b>	<b>Date Employed</b>	<b>Starting Salary per month</b>	<b>Latest Salary per month</b>
	<b>Reason for Leaving or Wanting to Leave</b>			



**Rate your level of proficiency on the following:**

<b>Excel</b>	<input type="checkbox"/> Low <input type="checkbox"/> Average <input type="checkbox"/> High	<b>Word</b>	<input type="checkbox"/> Low <input type="checkbox"/> Average <input type="checkbox"/> High
<b>Powerpoint</b>	<input type="checkbox"/> Low <input type="checkbox"/> Average <input type="checkbox"/> High	<b>Other applications</b> (specify) _____	<input type="checkbox"/> Low <input type="checkbox"/> Average <input type="checkbox"/> High
<b>Can you start working by September 30, 2017?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, when? _____			
<b>Present Salary per month</b>	PhP _____	<b>Minimum Monthly Salary Acceptable?</b> (specify)	PhP _____
<b>Can you accept shift work on rotation basis (including Sundays, Holidays and night shifts?)</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you willing to be assigned to a position different from what you have applied for?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you willing to undergo long hours of training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>From what source were you able to get information about our hiring activity?</b> (Check then specify)			
<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> PESO Office _____	<input type="checkbox"/> TV/Cable _____	<input type="checkbox"/> Radio _____
<input type="checkbox"/> Job Fair _____	<input type="checkbox"/> School boards _____	<input type="checkbox"/> Others _____	

**Explain briefly your reasons(s) for applying at Philippine Sinter Corporation and state why you believe you are qualified for the position.** (Note: Not more than seven (7) sentences)

**I certify to this Company that the data I have filled-up in this Application Form are true and correct to the best of my knowledge. I understand that any misrepresentation or omission of information which tend to mislead will be considered sufficient cause for withdrawal of an offer or subsequent dismissal, if employed.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date