

# 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. *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> <i>(include postal code)</i>			
<b>Complete Provincial Address</b> <i>(include postal code)</i>			
<b>Contact Details</b> <i>(Nos. where you can be reached during daytime)</i>	<i>Mobile Phone</i>	<i>Landline</i>	<i>Email Address</i>
<b>Course Graduated</b> <i>(Specify Degree/Major)</i>	<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 October 25, 2018?</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.**

**Further, I hereby agree and consent PSC to collect, use and disclose my personal information set out in this form or otherwise provided by me for the purpose related to the processing of my application for employment with PSC.**

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

\_\_\_\_\_  
Date

