



Record of In-Service Trainings, Study and Scholarship grants

Training Courses	Period of Training	No. of Hours	Conducted By

DO YOU HAVE A DRIVER'S LICENSE?    \_\_\_ Yes    \_\_\_ No

What is your means of transportation to work? \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Place of issue \_\_\_\_\_  
 Type of License \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you had any accidents during the past three years? \_\_\_\_\_ How many? \_\_\_\_\_  
 Have you had any moving violations during the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

**OFFICE SKILLS**

Computer    \_\_\_ Yes    MS Word    \_\_\_ Yes    MS Excel    \_\_\_ Yes  
                   \_\_\_ No                            \_\_\_ No                            \_\_\_ No

Typing        \_\_\_ Yes    Other Skills \_\_\_\_\_  
                   \_\_\_ No                            \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. You may use an additional sheet of paper if needed.

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Work Experience Please list your experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Name of last supervisor \_\_\_\_\_  
Employment dates From: \_\_\_\_\_  
To: \_\_\_\_\_  
Salary Start: \_\_\_\_\_  
Final: \_\_\_\_\_  
Your last job title \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company \_\_\_\_\_

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Your last job title \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company \_\_\_\_\_

May we contact you present employer?    \_\_\_ Yes                    \_\_\_ No

Are you related within the third degree either of consanguinity or of affinity to the appointing or recommending authority or to the person who has immediate supervision over you in the Office or Department you are to be appointed? \_\_\_Yes \_\_\_No

If yes, give particulars \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_  
\_\_\_\_\_

Do you have any pending administrative/criminal case? \_\_\_Yes \_\_\_No

If yes, give particulars \_\_\_\_\_  
\_\_\_\_\_

Have you ever been retired, dismissed, forced to resign from any employment for reason other than lack of funds or dropped from the rolls? \_\_\_Yes \_\_\_No

If yes, give particulars \_\_\_\_\_  
\_\_\_\_\_

Have you ever been a candidate in a national or local election? \_\_\_Yes \_\_\_No

If yes, give particulars \_\_\_\_\_  
\_\_\_\_\_

Describe yourself or your personality \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your family background and the family's source of living \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your elements of competency on the position applied for in the areas of:

a.) technical \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b.) managerial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c.) personal attributes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a sketch to your present address:

APPLICATION FORM WAIVER

In exchange for the consideration of my apprenticeship / job application by MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO. (hereinafter called the "Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of training / employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President / Managing Partner of the Company. Both, the undersigned and MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO. may end the training / employment relationship at any time, without prior notice or reason. If trained or employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

During the course of my training / employment with MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO., independence rule require that I notify the Firm if I am approached or offered a prospective employment with a client for which I am performing an engagement. As soon as such notification is given, I shall be immediately removed from such engagement and the Firm will also immediately arrange for an independent internal review of the work I performed. I further agree to shoulder any damages which may result from my failure to give notification to the Firm.

Without qualification or reservation to bind myself not to, directly or indirectly, organize, put up, consult for, give advice to constitute, compose, compete with, or be employed by, hired by, involved in or associated with, in any capacity, any organization, corporation, body, person, partnership, institution or legal entity, **within Region 8 (or where the Company has a branch or office)**, involved or associated with activities that compete with the Company in whatever capacity within two (2) years from date of resignation / termination.

**While I am connected with MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO. and within two years from separation or resignation, I will not apply, directly or indirectly, for any position in firms or businesses owned by clients of MACHICA FIRM, INC. / MACHICA TAN CRUZ & CO. I will also not accept an offer for employment from the said clients within two years from resignation / separation from service.**

I am required not to engage in any activity that will be in conflict or result in conflict with my responsibilities in the Firm, particularly those enumerated in the Job Description of my position.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company may provide pre-training or pre-employment testing; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of job related physical examinations.

I understand that, in connection with the routine processing of my apprenticeship or employment application, the Company may request for an investigative report including information as to my credit records, character, general reputation, personal characteristics, and mode of living.

I further understand that my training or employment with the Company shall be either apprenticeship-trainee for a specified period; or probationary for a period of six (6) months, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

This Company is an equal employment opportunity employer. We adhere to policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our organization.