

Filipino citizen, holder of a bachelor's degree relevant to the vacancy/position applied for

**LIST OF REQUIREMENTS:**

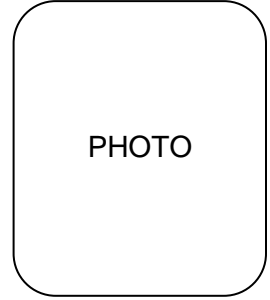
- DFA Application Form
- Resumé with photo
- Civil Service Eligibility (photocopy)
- Diploma and Transcript of Records (photocopy)
- NBI Clearance(photocopy)
- Work Experience Sheet (if applicable)

*Job vacancies are posted in the DFA website at [dfa.gov.ph](http://dfa.gov.ph)  
Duly accomplished application forms and complete requirements, must be submitted by email in PDF format to [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph). Please indicate the position applying for.*



**APPLICATION FORM**

DFA-HRM-P-01  
Revision 2,  
01 January 2020



\*Note: Print clearly in ink. Use additional sheets if necessary.

**POSITION APPLIED FOR:**

\*please indicate preferred Consular Office (if applying for position in DFA Consular Offices)

**PERSONAL BACKGROUND**

Surname First Name Middle Name

**NAME:**

**CIVIL STATUS:**  SINGLE  MARRIED  SEPARATED  WIDOWED  OTHERS \_\_\_\_\_ **SEX:**  MALE  FEMALE **CITIZENSHIP:**

**IF MARRIED, WRITE MAIDEN NAME:** **NAME OF SPOUSE:**

**DATE OF BIRTH:** (optional) **PLACE OF BIRTH:**

**PRESENT ADDRESS:**

**LANDLINE / MOBILE NO:** **EMAIL:**

Surname First Name Middle Name

**NAME OF FATHER:**

**CITIZENSHIP:** **OCCUPATION:**

Maiden Surname First Name Maiden Middle Name

**NAME OF MOTHER:**

**CITIZENSHIP:** **OCCUPATION:**

**EDUCATIONAL BACKGROUND**

	NAME OF SCHOOL / COLLEGE / UNIVERSITY	COURSE / DEGREE EARNED UNITS EARNED (if not graduated)	PERIOD OF ATTENDANCE	HONORS RECEIVED (if any)
ELEMENTARY				
SECONDARY				
VOCATIONAL				
COLLEGE				
POST GRADUATE				

**CIVIL SERVICE ELIGIBILITY/GOVERNMENT EXAMS PASSED**

NAME OF EXAM / ELIGIBILITY / SPECIAL LAWS	DATE OF EXAM	PLACE OF EXAM	RATING

**WORK EXPERIENCE** (Start from the most recent)

INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE AND EMPLOYMENT STATUS	AGENCY / COMPANY	SALARY	CAUSE OF SEPARATION

**AWARDS / COMMENDATIONS / TRAINING / SEMINARS ATTENDED/ SCHOLARSHIP GRANTS**


**SPECIALIZATION/SKILLS** *(check as many)*

- TYPING     DRIVING     OFFICE MACHINE OPERATIONS     COMPUTER LITERACY     PROGRAMMING  
 ACCOUNTING /FINANCE     RESEARCH     WEB/APP DESIGN/DEVELOPMENT     ORGANIZATIONAL PLANNING/DEVT

**OTHER SKILLS:**

**WHAT SOFTWARE PROGRAMS ARE YOU FAMILIAR WITH?**

**HAVE YOU EVER TAKEN THE EMPLOYMENT EXAM OF THE DEPARTMENT?**     YES (DATE: \_\_\_\_\_)     NO

**WHY ARE YOU APPLYING FOR A POSITION IN THE DEPARTMENT?**

**WHAT MINIMUM SALARY ARE YOU WILLING TO ACCEPT?**

**ARE YOU WILLING TO ACCEPT CONTRACT OF SERVICE OR CONTRACTUAL/CASUAL APPOINTMENT?**     YES     NO

**HOW SOON CAN YOU START?**

**IDENTIFICATION OF RELATIVES IN GOVERNMENT SERVICES**

**DO YOU HAVE ANY RELATIVE (EITHER BY CONSANGUINITY OR AFFINITY) WORKING IN THE DFA?**     YES     NO

**IF YES, STATE NAME(S) AND RELATIONSHIP(S):**

**ARE YOU RELATED WITHIN THE 3<sup>RD</sup> DEGREE OF AFFINITY OR CONSANGUINITY TO THE APPOINTING/RECOMMENDING AUTHORITY OR TO THE PERSON WHO HAS DIRECT SUPERVISION OVER THE OFFICE, BUREAU OR DEPARTMENT YOU ARE APPLYING TO?**     YES     NO

**IF YES, GIVE PARTICULARS:**

**OTHER PERTINENT INFORMATION**

**HAVE YOU EVER BEEN DISMISSED FROM ANY EMPLOYMENT FOR REASON OTHER THAN LACK OF FUNDS?**     YES     NO

**IF YES, GIVE PARTICULARS:**

**HAVE YOU EVER BEEN CONVICTED FOR VIOLATING ANY LAW, DECREE, ORDINANCE OR REGULATIONS BY ANY COURT, BODY OR TRIBUNAL?**     YES     NO

**IF YES, GIVE PARTICULARS:**

**DO YOU HAVE ANY PENDING ADMINISTRATIVE/ CRIMINAL/ CIVIL CASE?**     YES     NO

**IF YES, GIVE PARTICULARS:**

**HOW DID YOU LEARN ABOUT THE JOB VACANCY:**     JOB FAIR     DFA WEBSITE     JOB POSTING/ADS  
 OTHERS (PLEASE SPECIFY) \_\_\_\_\_

**CHARACTER AND CREDIT REFERENCES (GIVE 3 PERSONS WHO KNOW YOU PERSONALLY)**

NAME	ADDRESS	CONTACT NUMBER	OCCUPATION

I hereby certify that the answers given above are true and correct to the best of my knowledge and based on authentic records. Any wrong or withheld information herein will make my application in the Department of Foreign Affairs null and void.

\_\_\_\_\_ SIGNATURE OF APPLICANT

\_\_\_\_\_ DATE ACCOMPLISHED