



ATENEO DE MANILA UNIVERSITY
UNIVERSITY PEOPLE, TEAM, AND ORGANIZATION DEVELOPMENT OFFICE

PERSONAL DATA SHEET

FAMILY NAME	FIRST NAME	MIDDLE NAME	NICKNAME
CURRENT POSITION IN THE UNIVERSITY		UNIT	CLUSTER

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

EDUCATION

Please provide Transcript of Records and Diploma to update your records, if not yet submitted.

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

CERTIFICATIONS/PROFESSIONAL DEVELOPMENT

Please provide copies of certifications, if not yet previously provided

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



ATENEO DE MANILA UNIVERSITY

SKILLS

SPECIAL SKILLS/ OTHER QUALIFICATIONS	YES	NO	SPECIAL SKILLS / OTHER QUALIFICATIONS	YES	NO										
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) <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Software</th> <th>Proficiency Level (Beginner, Intermediate, Proficient, Advance)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Software	Proficiency Level (Beginner, Intermediate, Proficient, Advance)									☐	☐
Software	Proficiency Level (Beginner, Intermediate, Proficient, Advance)														
OTHERS: (Please specify)	☐	☐	OTHERS: (Please specify)	☐	☐										

PROFESSIONAL LICENSES

PROFESSIONAL ELIGIBILITY:	LICENSE NO:	REGISTRATION DATE:	VALIDITY:



ATENEO DE MANILA UNIVERSITY

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



ATENEO DE MANILA UNIVERSITY

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 (whether dismissed or sanctioned) in any of your employment?

Ikaw ba ay nasangkot sa anumang administrative case laban sa iyo (kahit ito ay na-dismiss or may naipataw na sanctions) 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

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



ATENEO DE MANILA UNIVERSITY

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.				
3.				

PERSONAL INFORMATION

(Complete this portion if there are updates in your personal information, since your last submission of official documents)

PRESENT ADDRESS (# Street, Barangay, City, Province, ZIP)	
PERMANENT ADDRESS (# Street, Barangay, City, Province, ZIP)	
PROVINCIAL ADDRESS (# Street, Barangay, City, Province, ZIP)	
PERSONAL EMAIL	MOBILE NO.
TELEPHONE NO.	NAME OF SPOUSE
	OCCUPATION/EMPLOYER



ATENEO DE MANILA UNIVERSITY

NAME AND AGE OF YOUR CHILDREN

1)

2)

3)

4)

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME:

RELATIONSHIP:

TELEPHONE NO.:

EMAIL:

ADDRESS:

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 at least two (2) Professional References - current Ateneo supervisor **and** previous supervisor

☐ Updated Resume

☐ 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