

Your
logo here

YOUR COMPANY NAME HERE
Your Company Address and Contact Details

PRE-EMPLOYMENT REQUIREMENTS FORM

Name: _____ Unit: _____ Date: _____

Personal Data	Submitted
_____ Resume	_____
_____ Application for Employment Form	_____
_____ Residence Location Map	_____
_____ 2x2 and 1x1 colored ID pictures	_____
_____ Birth Certificate	_____
_____ Baptismal Certificate	_____
_____ Marriage Certificate (if married)	_____
_____ Birth Certificate of children	_____
Formal Education Documents	
Transcript of Records	
_____ College	_____
_____ Graduate School	_____
_____ Post-graduate	_____
Personnel Requirements	
_____ Bank Account No.	_____
_____ Pre-employment Medical Exam	_____
_____ Dental Examination	_____
_____ Personnel Info Sheet	_____
_____ Police/ NBI Clearance	_____
Government	
_____ SSS No.	_____
_____ Photocopy of SSS Form E-1 or SSS ID	_____
_____ TIN	_____
_____ Photocopy of TIN ID or BIR Form 1902	_____
_____ BIR Form 2316 (Formerly known as W-2) from previous employer or	_____

_____ Certification from last employer of gross income and tax withheld or _____

_____ Waiver _____

_____ Others _____