

MITAC OVERSEAS

MANPOWER CORP.

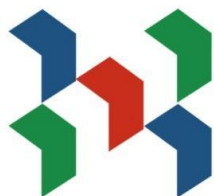
#55 AGUINALDO STREET, KATARUNGAN VILLAGE, CAINTA, RIZAL — 1900 PHILIPPINES

TAKE TIME TO READ THE INSTRUCTIONS

DO NOT INCLUDE THIS PAGE IN THE FINAL COPY / HUWAG ISAMA ANG PAHINA NA ITO SA HULING KOPYA

NOTE / PAALALA

1. **FOLLOW THE FORMAT.** Do not add or include items that are not asked like projects, etc.
2. Driver's License – Put **professional or non-professional** and **restriction code**, NOT THE LICENSE NUMBER
3. The order of employment information should be **most recent first** (pinakabago ang mauuna) to oldest.
4. Please include specific and detailed duties and responsibilities.
5. **DO NOT** include anymore that you are attending toolbox meeting, etc. Only your job specific duties.
6. List a minimum of 7 **JOB DESCRIPTIONS**.
7. Explain **IN FULL DETAIL** and **SPECIFIC MANNER** what you do at work, what you finish or product you make, etc.
 - a. What are the tools and machines you used? How do you use them in the jobsite?
 - b. If you are a team leader, how many members are in your team and how do you manage them?
 - c. Please make sure that the duties and responsibilities you list here will impress your future employer.
 - d. You have more chances of getting a job interview if you are detailed in your duties and responsibilities.
 - e. Make your own duties and responsibilities. **DO NOT COPY** from the internet.
8. Be prepared and practice your English communication skills to make sure you pass the interview.
9. Additional contact details are optional. Remove Skype, WhatsApp, or Viber if you do not have any
10. Save the file as Word doc **ONLY** (.docx)



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2x2 / Passport Size

Photo Here

Name

Position

e-mail address

Birth Date	:	Birthplace	:
Age	:	Civil Status	:
Height	:	Gender	:
Weight	:	Religion	:
Passport No.	:	Driver's License	:
		Restriction	
Date Issued	:	Mobile / Telephone	:
		No.	

EDUCATIONAL INFORMATION

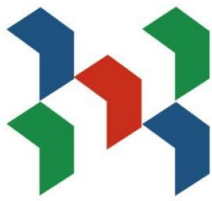
Education	School Year	School Name and Address	Course
Tertiary			
Secondary			High School
Elementary			Elementary

EMPLOYMENT INFORMATION

Company :
Address :
Position :
Date :
Contact Person :
Number :
Email :

JOB DESCRIPTION

- 1.
- 2.



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- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

EMPLOYMENT INFORMATION

Company :
Address :
Position :
Date :
Contact Person :
Number :
Email :

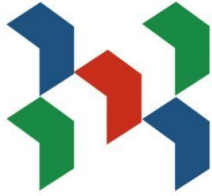
JOB DESCRIPTION

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

ADD MORE EMPLOYMENT INFORMATION HERE IF NEEDED, SAME FORMAT AS ABOVE

TOOLS AND EQUIPMENT USED

- | | |
|---|---|
| • | • |
| • | • |



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SEMINARS AND TRAININGS

ADDITIONAL CONTACT DETAILS

Address	:	
Skype	:	
WhatsApp	:	
Viber	:	

Full Name

Applicant