

SKILLED WORKERS - RESUME INSTRUCTIONS

The format presented here must not be amended by applicants except to add additional information and only a printed A4 size resume is accepted. Dates must be stated as follows: 08 March 2012, not 03/08/2012; February 2013, or 02/2013.

PERSONAL INFORMATION:

Name: Your passport name must be stated - Family Name, Given and Middle Name
Current Address:
Mobile Number:
WhatsApp number:
Viber number:
E-mail Address:
Age:
Date of Birth:
Civil Status:
Gender:

IF YOU ARE CURRENTLY LIVING OUTSIDE OF THE PHILIPPINES, YOU MUST PROVIDE EITHER A WHATSAPP OR VIBER NUMBER ON YOUR RESUME

POSITION APPLIED FOR:

Please state Welder First Class or CNC Machinist

EDUCATION:

COLLEGE

Diploma :
Name of University :
Full Address :
Period Attended : From Month/Year to Month/Year
Date of Graduation : Day/Month/Year

DELETE THIS SECTION IF NOT APPLICABLE

SECONDARY

Name of School :
Full Address :
Period Attended : From Month/Year to Month/Year

ELEMENTARY

Name of School

Full Address :

Period Attended : From Month/Year to Month/Year

TRADE QUALIFICATIONS/TRAINING RECEIVED (MOST RECENT FIRST):

This section must be very carefully completed in strict chronological order and can be expanded as required with multiple training experiences.

Name of qualification:

Length of course:

Date of completion: Day/Month/Year

Name of qualification:

Length of course:

Date of completion: Day/Month/Year

DELETE ANY UNUSED SECTIONS**NON-PROFESSIONAL CAR DRIVER'S LICENSE DETAILS:**

License No.:

Date of Issue: Day/Month/Year

Restrictions: 1, 2, A, B, for example.

DETAILED EMPLOYMENT HISTORY (MOST RECENT FIRST):

This section must be very carefully completed in strict chronological order and can be expanded as required with multiple employment experiences.

Name of Organization/Self Employed:

Full Address:

Job Title:

Employment Period (From Day/Month/Year to Day/Month/Year):

Name of Organization/Self Employed:

Full Address:

Job Title:

Employment Period (From Day/Month/Year to Day/Month/Year):

ALL GAPS IN EMPLOYMENT GREATER THAN 6 MONTHS MUST BE EXPLAINED:**OTHER INFORMATION TO SUPPORT YOUR APPLICATION:**