



EMPLOYEE PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes O with "/" and use separate sheet if necessary.

Schedule:

I. PERSONAL INFORMATION

Team Lead:

2. SURNAME	ROSALLES		
FIRST NAME	JAN JAN		
MIDDLE NAME	DELIT		
3. NAME EXTENSION (e.g. Jr., Sr.)			
4. DATE OF BIRTH (mm/dd/yyyy)	06/09/1989		17. RESIDENTIAL ADDRESS
5. PLACE OF BIRTH	BULACAO CEBU CITY		249 VILLA MANGGA BULACAO, CEBU CITY
6. SEX	<input checked="" type="radio"/> Male <input type="radio"/> Female		ZIP CODE
7. CIVIL STATUS	<input checked="" type="radio"/> Single <input type="radio"/> Widowed <input checked="" type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Annulled <input type="radio"/> Others, specify _____		18. TELEPHONE NO.
21. E-MAIL ADDRESS (if any)	jann2xrosales@gmail.com		19. PERMANENT ADDRESS
22. CELLPHONE NO. (if any)			249 VILLA MANGGA BULACAO, CEBU CITY
23. EMPLOYEE ID NO.			ZIP CODE
			6000

II. FAMILY BACKGROUND


24. SPOUSE'S SURNAME		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		/ /
MIDDLE NAME		/ /
OCCUPATION		/ /
EMPLOYER/BUS. NAME		/ /
BUSINESS ADDRESS		/ /
TELEPHONE NO.		/ /
(Continue on separate sheet if necessary)		/ /
26. FATHER'S SURNAME	ROSALLES	/ /
FIRST NAME	ALEJANDRO	/ /
MIDDLE NAME	BORDA	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	DELIT	/ /
FIRST NAME	MA. FE	/ /
MIDDLE NAME	TABUCO	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
NINA SHANTALIE M. ROSALES		01/20/2015
		/ /
		/ /
44. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.		ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)
I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein. I trust that this information shall remain confidential.		

IN CASE OF EMERGENCY:

Please Contact: MA. FE ROSALES

Contact Number: _____

Relation: MOTHER


SIGNATURE (Sign in the box)

DATE ACCOMPLISHED

37 a. Have you ever been formally charged?
 If YES, give details

b. Have you ever been guilty of any administrative offense?
 DYES NO
 If YES, give details

38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?
 DYES NO
 If YES, give details

39. Have you ever been separated from the service in any following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector?
 YES NO
 If YES, give details
personal issue

40. Have you ever been a candidate in a national or local election (except Barangay election)?
 DYES NO
 If YES, give details

41. Pursuant to: (a) Indigenouse People's Act (RA 83710; (b) Magna Carta for Disabled Persons (RA 7277); and Solo Parents Welfare Act 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?
 DYES NO
 If YES, give please specify: _____

b. Are differently abled?
 DYES NO
 If YES, give please specify: _____

c. Are you a solo parent?
 DYES NO
 If YES, give please specify: _____

42. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL NO.
<u>RHEA MADLOO</u>		
<u>GRETCHEN JOLARES</u>		

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
<u>SYKES ASIA INC.</u>	<u>TSR</u>	<u>03-2016</u>	<u>03-2017</u>
<u>PERFORMAX</u>	<u>CSR</u>		

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COMMUNITY TAX CERTIFICATE NO.
ISSUED AT
/ /
ISSUED ON (mm/dd/yyyy)

RIGHT THUMBMARK

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

Computer generated or xerox copy of picture is not acceptable

IN CASE OF EMERGENCY:
 Please Contact: MA. FE ROSALES
 Contact Number: _____
 Relation: MOTHER


 SIGNATURE (Sign in the box)

 DATE ACCOMPLISHED
