



The Asia Foundation considers all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status or class. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable support to complete the application and / or the interview process should notify a representative of the Human Resources Department.

(WHEN COMPLETING THIS APPLICATION PLEASE PRINT CLEARLY OR TYPE)

<b>First Name</b>	<b>Date of Application</b>
<b>Middle Name</b>	<b>Position(s) Applied For</b>
<b>Last Name</b>	<b>Social Security Number</b>
<b>Address (Street, City, State, Zip Code)</b>	<b>Salary Expectation (optional)</b>
<b>Email Address</b>	<b>Cellular/Mobile Number</b>

**How did you learn about this position or The Asia Foundation?**

- The Asia Foundation Website       Employee (*Please indicate employee*)  
 Newspaper       Other (*Please be specific*)


What date are you available to start work?

Are you currently employed?

Yes       No

Can you travel if required?

Yes       No

Will you work overtime if required?

Yes       No

If No, please explain:

Have you ever been employed with The Asia Foundation before?

Yes       No

If Yes, for what position:

Dates of Employment:

# Education

	Name & Location of School	Course of Study	Diploma / Degree
Undergraduate			
Graduate / Professional			
Other (Specify)			

Languages - Indicate your skill level with any languages you can speak, read, and / or write other than English			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**Skills and Qualifications** - Summarize any special training, apprenticeship, skills, licenses, extra-curricular activities, and / or certificates that **directly relate** to the position which you are applying for

**Special Accomplishments** - List any publications, awards, achievements, etc.

**Other Qualifications** - Summarize any special training, apprenticeship, skills, licenses, extra-curricular activities, and / or certificates that are **not** directly related to the position which you are applying for

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# Employment

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Please list your employment history in reverse chronological order, (most recent job first.) Include your last ten years of employment; include any job-related military service or volunteer activities.

Employer:	Dates Employed (MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

Employer:	Dates Employed ( MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

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## Employment Experience (continued)

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Employer:	Dates Employed ( MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

Employer:	Dates Employed ( MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

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## Employment Experience (continued)

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Employer:	Dates Employed ( MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

Employer:	Dates Employed ( MM / YYYY )	
	From:	To:
Location:	Supervisor Name:	
Job Title:	Supervisor Email:	
Reason for Leaving:	Supervisor Telephone Number:	
Work Performed:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

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## Additional Information

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**Technology:** List all applicable software programs with which you are familiar.

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**Comments:** Please explain any gaps in your employment history; state any additional information you feel may be helpful in considering your application; or any other comments

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**Reasonable Support:** The Asia Foundation is committed to providing reasonable support to applicants and employees with disabilities in accordance with local laws. Reasonable support is available upon request to assist applicants and employees in any of the following:

- \* Equal opportunity in the employment process
- \* Enable qualified individuals with disabilities to perform the essential functions of the job and
- \* Enable employees with disabilities to enjoy equal benefits and privileges of employment

Applicants who need support to participate in the select process should request the accommodation as early as possible. The Asia Foundation will make every effort to respond promptly to a request for support. Please contact the Human Resources department for more information.

**Will you require support/accommodation to participate in the interview or application process?**

Yes

No

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## References

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Please list three business / work references that are not related to you. If you do not have business / work references, list three school or personal references that are not related to you.

<b>Reference 1</b>			
First Name		Email Address	
Last Name		Telephone Number	
Years Known		Professional Relationship	

<b>Reference 2</b>			
First Name		Email Address	
Last Name		Telephone Number	
Years Known		Professional Relationship	

<b>Reference 3</b>			
First Name		Email Address	
Last Name		Telephone Number	
Years Known		Professional Relationship	

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# Conviction History

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A. Have you been arrested for a crime that is currently undergoing an active pending criminal investigation or trial that has not yet been resolved:

Yes  No

B. Have you been convicted of any crime, by any court, including a military court, except as provided below:

Yes  No

The Asia Foundation will consider qualified applicants with criminal histories in a manner consistent with Philippine law. For the purposes of this form, a conviction is when you have been placed on probation, fined, imprisoned, or paroled and includes a plea, verdict, or findings of guilt for both felonies and misdemeanors. This question includes any conviction for which you received a pardon. However, you do not need to disclose any conviction that falls within one of the categories identified below. If you have more than one conviction, and they all fall within one of the categories identified below, you should check "no" to this question.

- Referral
- Participation in or completion of a diversion or deferral of judgment program.
- A conviction that has been judicially dismissed, sealed, expunged, voided, invalidated, or otherwise rendered inoperative pursuant to law.
- A conviction or any other determination or adjudication in the juvenile justice system, or information regarding a matter considered or processed through the juvenile justice system.
- A conviction that is more than 7 years old; the date of conviction being the date of sentencing.
- An arrest not leading to a conviction, except when the arrest is undergoing (an active, pending criminal investigation) or a trial that has not yet been resolved.
- A criminal offense other than a felony or a misdemeanor, such as a traffic infraction.
- A conviction for the possession of shabu or marijuana where the conviction is more than 2 years old.

If you answered "Yes" to questions **A** or **B**, please provide the following information for each arrest or conviction. You may voluntarily provide any explanation that you wish to have considered as part of your application, including any evidence of rehabilitation. If you have more than one arrest or conviction that you must disclose, please use an additional piece of paper and attach it to this form.

Violation:

Court:

Date and place of arrest or conviction:

Penalty (fine, sentence, dates of probation):

Name under which arrested or convicted:

Explanation (optional):

**CERTIFICATION OF APPLICANT (please read carefully):** I hereby certify that all statements made in this *Conviction History Form* are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement, regardless of when discovered, may result in my disqualification or dismissal from employment with The Asia Foundation.

Signature of Applicant:

Date:

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## **Applicant's Statement**

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I certify that the answers given herein are true and complete to the best of my knowledge.

I give The Asia Foundation the right to contact and obtain information from all references, employers, and educational institutions; and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability The Asia Foundation and its representatives from seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

If requested, The Asia Foundation agrees not to contact current employers until after an offer of employment is made. However, any such offer of employment may be contingent on the reference from your current employer.

The Asia Foundation is an equal opportunity employer. The Asia Foundation does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, gender, sexual orientation, political beliefs, or any other legally protected status or class. Foundation employees have the right to work in an environment free of discrimination. The Asia Foundation prohibits discrimination in hiring, firing, promotion, compensation, job assignment, and any other terms, conditions, or privileges of employment.

In the event of employment, I understand that any false or misleading information provided during the application process or in interview(s) may result in discharge. Moreover, I also understand that I am required to abide by all rules, policies, procedures, and regulations of The Asia Foundation.

I understand and agree that, should I be employed by The Asia Foundation, the employment relationship will be subject to applicable labor laws.

I acknowledge that The Asia Foundation may change at any time its policies and procedures, employee handbook, and the conditions of my employment.

I understand it is The Asia Foundation's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation.

In the event of employment, I will be required to provide proof of identity and legal work authorization.

*By entering my full name in the text field below I understand that I am signing this employment application. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.*

*Date of Electronic Signature (please enter in "MM / DD / YYYY" format)*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## DATA PRIVACY CONSENT

In compliance with the Data Privacy Act (DPA) of 2012, and its Implementing Rules and Regulations (IRR) effective since September 8, 2016, I agree and authorize The Asia Foundation (the Foundation):

1. To use collect and process of personal information about me and in relation to my Application for Employment;
2. To retain my information for a period of five years from the submission of my Application for Employment or the termination of my employment, or at such time that I submit to the Foundation a written cancellation of this consent, whichever is earlier. I agree that my information will be deleted/destroyed after this period.
3. To retain my information in the processing systems of the Foundation;
4. To share my information to affiliates and necessary third parties for any legitimate business purpose. I am assured that security systems are employed to protect my information.
5. To inform me of future employment opportunities using the personal information I shared with the Foundation.

In accomplishing and submitting this Application for Employment, I understand that the Foundation will enter the personal information I supplied in its processing and database systems for purposes of assessing my qualifications, transmitting the information to the authorized personnel of the Foundation to whom the application may be relevant, and for storage and access by the Foundation.

*By entering my full name in the text field below I understand that I am signing this Data Privacy Consent. I represent and warrant that I have read and fully understand the above.*

Name: \_\_\_\_\_

Signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City.