

BJMP APPLICANTS PERSONAL PROFILE FORM



DI FORM NO. 1 S. 2022

INSTRUCTIONS (Print legibly. Mark appropriate boxes with [x])

- 1 Answer all questions completely. If question is not applicable, write "NA". Write "UNKNOWN" if you do not know the answer and cannot obtain the answer from personal records.
- 2 Print or write carefully in ballpen or fountain pen. Illegible or incomplete forms will have to be done over. Use additional sheets for extra details for any question/s for which you do not have sufficient space.
- 3 The correctness of all statements made here will be verified. Any deliberate omission or distortion of material facts may give sufficient cause for disapproval of application.
- 4 Be as complete, honest, and specific as possible in your responses.

I. PERSONAL INFORMATION

1 SURNAME		10 NAME EXTENSION	
FIRST NAME		11 SEX	
MIDDLE NAME		12 CIVIL STATUS	
2 DATE OF BIRTH		13 RELIGION	
3 PLACE OF BIRTH		14 TRIBE/ETHNICITY	
4 CITIZENSHIP		15 BLOOD TYPE	
5 HEIGHT (cm)		16 BUILT	
6 WEIGHT (kg)		17 COMPLEXION	
7 PRESENT ADDRESS (Specify exact location of address including the Barangay)			
8 PERMANENT ADDRESS (Specify exact location of address including the Barangay)			
9 EMAIL ADDRESS		18 MOBILE PHONE NO.	

II. SOCIAL MEDIA ACCOUNTS (ACCOUNT NAME)

19 Facebook		Tiktok	
Instagram		LinkedIn	
Twitter		Others	

III. DISTINGUISHING MARKS (ex. Birth marks, eartags, excess skin, tattoo, etc.)

	LOCATION	
	LOCATION	
	LOCATION	
	LOCATION	

ALL INFORMATION PROVIDED WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

IV FAMILY BACKGROUND				
20 SPOUSE/ LIVE-IN PARTNER/ FIANCÉ/E				
[] Spouse		[] Others: _____		DATE OF BIRTH
SURNAME				MOBILE NO.
FIRST NAME				OCCUPATION
MIDDLE NAME				EMPLOYER
ADDRESS				EMPLOYER'S ADDRESS
21 CHILDREN OR DEPENDENTS				
List all of your children, including natural, adopted, step, and/or foster care.				
NAME		DATE OF BIRTH		AGE
(Continue on separate sheet, if necessary)				
22 PARENTS				
NAME OF FATHER		NAME OF MOTHER		
OCCUPATION		OCCUPATION		
PARENT'S ADDRESS				
23 IN-LAWS				
NAME OF FATHER-IN-LAW		NAME OF MOTHER-IN-LAW		
OCCUPATION		OCCUPATION		
PARENTS-IN-LAWS ADDRESS				
24 BROTHERS AND SISTERS				
NAME	DATE OF BIRTH	CIVIL STATUS	OCCUPATION	ADDRESS
(Continue on separate sheet, if necessary)				

ALL INFORMATION PROVIDED WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

25 RELATIVES IN THE BJMP OR OTHER GOVERNMENT AGENCY			
NAME	RELATIONSHIP	POSITION	OFFICE AND ADDRESS

(Continue on separate sheet, if necessary)

26 RECOMMENDED BY AND/OR CONTACT PERSON IN THE BJMP		
RANK/NAME	UNIT	DESIGNATION

27 RELATIVE/S DETAINED IN BJMP JAILS		
NAME	RELATIONSHIP	JAIL DETAINED

(Continue on separate sheet, if necessary)

V EDUCATIONAL BACKGROUND

28 LEVEL	NAME OF SCHOOL AND ADDRESS (WRITE IN FULL)	DEGREE/COURSE	HIGHEST LEVEL/ UNITS EARNED IF NOT GRADUATED	INCLUSIVE DATES		ACADEMIC HONORS RECEIVED
				FROM	TO	
ELEMENTARY						
JUNIOR HIGH SCHOOL						
SENIOR HIGH SCHOOL						
VOCATIONAL COURSE						
TERTIARY						
POST GRADUATE						

VI EMPLOYMENT HISTORY

Chronological History of Employment since 18th birthday. Account for all periods. Include all work experiences, regardless of nature and period, both local and foreign.

29 INCLUSIVE DATES		POSITION HELD	EMPLOYER (WRITE IN FULL)	EMPLOYER'S ADDRESS	CAUSE OF SEPARATION
FROM	TO				

ALL INFORMATION PROVIDED WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

30 IF SELF-EMPLOYED	
NATURE OF BUSINESS/SOURCE OF INCOME	DATE ESTABLISHED

VII CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

List names and addresses of all clubs, societies, employees groups, organizations, homeowners associations whether elected or appointed including NGO membership of any kind (or membership/support in any organization having headquarters or branch in a foreign country) to which you belong or have belonged.

31	NAME	PERIOD OF MEMBERSHIP		POSITION HELD	ADDRESS
		FROM	TO		

(Continue on separate sheet, if necessary)

VIII CHARACTER REFERENCES

List of at least 5 people who know you well, such as social and family friends, co-workers, government acquaintances. **Do not include** relatives, employers or housemates, or other individuals listed in this document.

32	NAME	COMPLETE HOME AND BUSINESS ADDRESS	CONTACT DETAILS

List of at least 3 people who are your neighbors in your present residence.

33	NAME	COMPLETE HOME AND BUSINESS ADDRESS	CONTACT DETAILS

IX OTHER QUALITIES AND INFORMATION

34	LANGUAGE/S AND DEGREE OF PROFICIENCY	
35	SPECIAL SKILLS	
36	HOBBIES	
37	SPORTS	
38	AWARDS AND RECOGNITION	

ALL INFORMATION PROVIDED WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

X ELIGIBILITY				
39	ELIGIBILITY	RATING	PLACE TAKEN	EXPIRY DATE
XI WAIVER				
40	ISSUING AGENCY	TRIBAL MEMBERSHIP	CONTROL NO.	TYPE OF WAIVER
XII FINANCIAL BACKGROUND				
41 NAME OF BANKS/LENDING INSTITUTION/S WHICH YOU HAVE AN EXISTING LOAN				
	NAME OF INSTITUTION	BRANCH	YEAR OF MEMBERSHIP	
42 HAVE YOU FILED A STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH?				
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IF SO, IN WHAT AGENCY?				
43 HAVE YOU FILED YOUR INCOME TAX RETURN?				
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
XIII PLACES OF RESIDENCE/S				
44	INCLUSIVE DATES		COMPLETE ADDRESS (To include house no., street name, purok/zone, barangay, city/municipality)	
	FROM	TO		
XIV MISCELLANEOUS INFORMATION				
	QUESTIONS	YES	NO	IF YES, GIVE THE DETAILS. (Attach supporting documents)
45	HAVE YOU EVER BEEN ARRESTED FOR ANY VIOLATION OF LAW OTHER THAN TRAFFIC VIOLATION?	<input type="checkbox"/>	<input type="checkbox"/>	
46	HAVE YOU EVER BEEN CHARGED WITH ANY CRIME OR VIOLATION OF ANY LAW, DECREE, ORDINANCE OR REGULATIONS IN ANY COURT OR TRIBUNAL?	<input type="checkbox"/>	<input type="checkbox"/>	
47	HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR VIOLATION OF ANY LAW, DECREE, ORDINANCE OR REGULATIONS IN ANY COURT OR TRIBUNAL?	<input type="checkbox"/>	<input type="checkbox"/>	
48	HAVE YOU EVER BEEN CHARGED WITH ANY ADMINISTRATIVE OFFENSE?	<input type="checkbox"/>	<input type="checkbox"/>	

ALL INFORMATION PROVIDED WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

QUESTIONS	YES	NO	IF YES, GIVE THE DETAILS. (Attach supporting documents)
49 HAVE YOU EVER BEEN DECLARED GUILTY OF ANY ADMINISTRATIVE OFFENSE?	[]	[]	
50 HAVE YOU EVER BEEN FORCED TO RESIGN OR BE DROPPED FROM EMPLOYMENT IN THE PUBLIC OR PRIVATE SECTOR?	[]	[]	
QUESTIONS	YES	NO	IF YES, UP TO WHAT EXTENT?
51 DO YOU DRINK INTOXICANT/S?	[]	[]	
52 DO YOU TAKE PROHIBITED DRUGS OR ANY ILLEGAL SUBSTANCE?	[]	[]	

XV SKETCH MAP/S

(If needed, you may use additional sheet/s of paper or another page. If possible, indicate at least **two (2) prominent landmarks** going to and from the exact location /address.)

53 PRESENT ADDRESS

NOT FOR SALE
 (May Be Reproduced)

54 PERMANENT ADDRESS

(If needed, you may use additional sheet of paper or another page. If possible, indicate at least **two (2) prominent landmarks** going to and from the exact location /address.)

NOT FOR SALE
(May Be Reproduced)

55 WHOLE BODY PICTURE

Attach 4R size recently taken whole body picture.

FOR SALE
Be Reproduced

Security Measures for Your Data:

- 1. To protect your personal information, we are implementing administrative, physical, and technical security measures.
- 2. Your personal information is only accessible to authorized BJMP personnel.
- 3. Both your paper and digital files are safely stored; the paper files are protected with physical protection, while the digital files are secured with technical security.

Retention of Your Information:

- 1. The authorized personnel retain the application records of non-successful candidates for a period of six (6) months.
- 2. We take reasonable steps to securely delete your personal data when it is no longer required. Electronic data is also deleted, and to ensure that it cannot be recovered or replicated. Paper files are securely shredded.

Your Right as Data Subject:

You have the right to object processing, request access to, and correction of your personal data, as well as withdrawal or deletion of your personal data.

Consent to Collect Personal and Sensitive Information:

My signature below affirms that I have read this form, understood its contents, consent to the collection of my personal and sensitive data; primarily, for the conduct of background investigation for my application for the vacant position. I understand that my withdrawal of or refusal to process my personal data may result to the denial of my application for employment with the BJMP.

Printed Name and Signature

Date