



R E G I S T R A T I O N F O R M

Name:

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(Last Name) (First Name) (Middle Name)

Address: _____
(Blk/St/Bldg Name) (City/Municipality) (Province)

Telephone No.: () Email Address: _____ TIN: _____

Date of Birth: _____ Place of Birth: _____ Age: _____

Sex: Female Male Religion: _____ Weight: _____ Height: _____

Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Separated	Employment Status: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Displaced Worker <input type="checkbox"/> Resigned/Retired <input type="checkbox"/> Returning OFW	Languages/Dialects Spoken: <input type="checkbox"/> English <input type="checkbox"/> Filipino <input type="checkbox"/> Spanish <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Others _____	JOB PREFERENCES: Wage Employment <input type="checkbox"/> Overseas <input type="checkbox"/> Local Preferred Positions _____ ASSISTANCE NEEDED: <input type="checkbox"/> Training on Entrepreneurship/Livelihood <input type="checkbox"/> Business Counseling <input type="checkbox"/> Others _____
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***Work Experience: Start with the present job or most recent one**

Position /Occupation	Inclusive Date		Company Name	Address
	From (month/year)	To (month/year)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

***Skills/Competencies: Indicate specific skills or competencies acquired through training and work experiences.**

Trade/Occupation	Specialization/Expertise	Years of Experience	Machine/Equipment Used
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Training Attended: List relevant courses taken in government/private training institutions & given appropriate certificates of completion and/or attendance.**

Title	Conducted by (Institution)	Duration (No. of Hours)	Specific Skills Acquired
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Professional Licenses: Any special license granted by any Professional Regulatory Board under the Professional Regulation Commission (PRC) or the Air Transportation Office (ATO)**

License Title

***Certificates of Competence/Eligibilities: Certificates of competence given and conferred by any authorized body recognized by the government or issued by industry (e.g. Computer Programmer certified by TESDA)**

Certificate/s	Issued By	Date Issued
_____	_____	_____
_____	_____	_____

Highest Educational Attainment: Highest grade completed/education level.

Education Level	Course/Major	School/University	Year Graduated/ Year Last Attended	Honors Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(For Sea-based Workers) Onboard Experience or Land-Based Experience Related to Seamanship:

Position	Agency/Company	Vessel	Type/Tonnage	Date of Service

I hereby certify that the information herein given by me are complete, true and correct.

_____ Date Accomplished

_____ Signature

• Use separate sheet if necessary

GUIDE IN ACCOMPLISHING THE FORM

All registrants are advised to fill-up the form in printed style. Registrants must provide information truthfully. Cross out unfilled spaces or write NONE or N/A where applicable. The following items enumerated below are required to be filled-up properly. To assist registrants, we are providing examples on how to supply the required information.

- a. **Work Experience** – refers to any experience on the job acquired by the Registrant beginning with the most recent one. Indicate /describe the nature of the work performed.

Examples:

Position/Occupation

Pediatric Nurse
Office Clerk
Mason
Physical Therapist
Automotive Painter
Boom Crane Operator
Boiler Ship Operator
Mechanical Engineer

- b. **Skills/Competencies** – refers to any skill or expertise that Registrant has acquired through Trainings and Work experiences.

Examples:

Trade/Occupation

Finishing Carpenter
Webpage Designer
Shielded Metal Arc Welder
Heavy Equipment Operator
Ship Electrician

- c. **Training/Attended** – refers to short courses taken in any government or private training institutions and given appropriate certificates of completion and/ or attendance.

Examples:

Title

Basic Automotive Mechanic Course
Computer Maintenance
Food & Beverage Preparation
Beauty Culture
Ship Building and Repair Training
Refrigeration & Airconditioning

- d. **Professional Licenses** – refers to any special license granted by any Professional Regulatory Board under the Professional Regulation Commission (PRC) or the Air Transportation Office (ATO) for those in the Air Transport Sector.

Examples:

License Title

Professional Electrical Engineer
Certified Public Accountant
Third Marine Engineer
Second Mate

- e. **Certificates of Competence/ Eligibilities** – refers to eligibilities given and conferred by any authorized body recognized by the government or issued by industry.

Examples:

Eligibility/Certificate

Career Civil Service Professional
Microsoft Certified Professional
CISCO Certified Network Engineer
TESDA Certified General Electrician
TESDA Certified Cosmetologist

- f. **Highest Educational Attainment** – refers to the highest level of education attained whether graduate or undergraduate in any academic or vocational institution.

Examples:

<u>Educational Level</u>	<u>Course/Major</u>
College Graduate	B.S. B.A – major Accounting
3 rd Year Undergrad	B.S. Nursing
Vocational Graduate	Assoc. in Marine Engineering
3 rd Year High School	----
Elementary Graduate	----

Additional documents to support the information provided by the registrants must be attached to the Registration Form. DO NOT SEND ORIGINAL COPIES of Diplomas, transcript of records and certificates. The Department of Labor and Employment is not liable in cases where original documents sent to the Department are destroyed, damaged or lost.

The Registration Form may be photocopied or reproduced for dissemination. The Registration Form may also be downloaded from BLE-DOLE website <http://www.ble.dole.gov.ph>

No Fees will be collected from any of the Registrant.