



# R.G. Manabat & Co.

The KPMG Center, 9th Floor, 6787 Ayala Avenue

Makati City 1226, Metro Manila, Philippines

Telephone +63 (2) 885 7000

Fax +63 (2) 894 1985; 816 6595

## APPLICATION FOR EMPLOYMENT

**RECRUITMENT PROCESS:**

- |   |                              |                     |
|---|------------------------------|---------------------|
| (1) Application Form Submission and Initial Screening | (3) Initial Interview by PPC | (5) Final Interview |
| (2) Written Examination                               | (4) Line Interview           | (6) Job Offer       |

If employed, this becomes a part of your 201 file.

**Reminder: All RED FIELDS are required. Kindly indicate N/A if not applicable**

POSITION PREFERRED			EXPECTED SALARY
	Function / Department	Position	AVAILABILITY

PERSONAL INFORMATION							
FULL NAME							
	Last Name	First Name	Suffix	Middle Name	Nickname		
PRESENT ADDRESS	Unit/Room No/Floor	Building Name	Lot/Block/House/Bldg No	Street	Subdivision /Village	Mobile No.	
	Barangay	City/Municipality	Province	Country	Zip Code (Required)	Landline No.	
PERMANENT ADDRESS <i>(Present Address)</i>	Unit/Room No/Floor	Building Name	Lot/Block/House/Bldg No	Street	Subdivision /Village		
	Barangay	City/Municipality	Province	Country	Zip Code (Required)	E-mail Address	
<i>(mm-dd-yyyy)</i> Date of Birth	Age	Male Female Gender	Single Married Civil Status	Widow/er Legally Separated	Height/ Weight	Citizenship	Religion

FAMILY BACKGROUND					
	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	COMPANY CONNECTED WITH / POSITION HELD
FATHER					
MOTHER					
SPOUSE					
RELATIVES WORKING IN A BIG 4 ACCOUNTING FIRM					
NO OF CHILDREN					

ACADEMIC PREPARATION							
	COLLEGE / UNIVERSITY	YEARS ATTENDED		FIELD OF STUDY	AVE. GRADE	HONORS	CLASS SIZE
		FROM	TO				
HIGH SCHOOL				High School Diploma			
COLLEGE	CAMPUS			DEGREE			
GRADUATE STUDIES	CAMPUS			DEGREE			
REVIEW SCHOOL				SESSION			
OTHERS							
Other Awards / Citations Received / Scholarship							

**CPA PRE-BOARD AND BOARD EXAMINATIONS**

EXAMINATIONS	DATE OF EXAMS	DATE PASSED	RATING	PLACE / RANK
1 <sup>st</sup> PRE BOARDS				
FINAL PRE BOARDS				
CPALE				
PHILIPPINE BAR EXAM				
Other Government Examinations Taken				

**PROFESSIONAL LICENSES**

LICENSES	CPA	IBP	CFA	OTHERS <i>(please specify)</i>
	CISA	CFSA	CIA	
PRC LICENSE NO.				EXPIRATION DATE <i>(mm-dd-yyyy)</i>
IBP NO.				EXPIRATION DATE <i>(mm-dd-yyyy)</i>

**EXTRA CURRICULAR ACTIVITIES**

ACTIVITIES / ORGANIZATIONS	POSITIONS HELD	INCLUSIVE YEARS	
		FROM	TO

**GENERAL INFORMATION**

Who referred you to the Firm?

Name of relatives/ friends employed by the Firm / Relationship / Department

Have you applied in the Firm before?      Yes      No      If yes, when and what position did you apply for?

If employed, would you accept fieldwork      Overtime work      Assignment outside of Metro Manila?

Work on Weekend?      Work on Holiday?

Assignment outside of Cebu or Iloilo? (if based in the branches)

Have you been accused of any misdemeanor or crime?      If so, please state the nature

Have you had any illnesses, hospitalization or accidents in the past 2 years?      If yes, please explain

Have you had any physical or mental condition which may limit your ability to perform the job applied for or pose a potential risk to other employees?

Skills/Hobbies

**EMPLOYMENT RECORDS**

EMPLOYER / COMPANY	POSITIONS HELD	INCLUSIVE YEARS		SALARY	SUPERIOR'S	REASON FOR LEAVING
		FROM	TO			

Why did you choose to apply at KPMG RGM & Co ?

**REFERENCES**

NAME	OCCUPATION	BUSINESS ADDRESS	TELEPHONE NO / E-MAIL

**EMERGENCY CONTACT**

First Name		Middle Initial		Last Name	
ADDRESS	Unit/Room No/Floor	Building Name	Lot/Block/House/Bldg No	Street	Subdivision /Village
	Barangay		City/Municipality	Province	Country
Relationship	E-mail Address		Mobile No.	Landline No.	

I hereby certify that any information I provided above is true, correct, complete, up-to-date and is supplied for the sole purpose of seeking job or employment positions. In the event of my employment, I agree that should the information furnished above prove to be false, incorrect, outdated or incomplete, R. G. Manabat & Co. (the "Firm") shall have the right and option to terminate my employment at any time.

I acknowledge that as part of the recruitment and application process, I (as a prospective employee) may be subject to employee vetting checks, as may be required by the Firm, and that my application cannot progress unless the check is conducted. I hereby authorize the Firm or its duly authorized representative to verify or check the information I provided in this application. I also authorize and request each former employer, firm or person stated above to answer any or all employment-relevant questions that may be asked, and to give any or all employment-relevant information that may be sought in connection with this application.

\_\_\_\_\_  
Signature above Printed Name of Applicant

\_\_\_\_\_  
Date (mm/dd/yyyy)

ACKNOWLEDGMENT AND AGREEMENT REGARDING DATA PRIVACY

I consent to the collection, processing and sharing of my personal information and sensitive personal information (my "Information") by KPMG R.G. Manabat & Co. (the "Firm") relevant to or necessary for my employment application, and if hired, relevant to or necessary for my employment by the Firm. Without limiting the generality of the foregoing, I acknowledge and agree that the Firm may, to the extent permitted by applicable law or regulation, collect, process, share and transfer my Information to KPMG International Cooperative ("KPMG International") and/or its member firms and other relevant entities, including those that perform administrative and/or other services on the Firm's behalf during the recruitment process. I acknowledge and agree that, in transferring my Information carrying out the above activities, my Information may be transferred to, accessed, controlled and processed by entities located outside of the Philippines and who may act on behalf of any member firm or entity of the KPMG International, to the extent permitted by applicable law or regulation.

I understand and agree that if my current application is not successful, the Firm may retain my personal data for a period of twelve (12) months from my submission of this form, for potential recruitment purposes. I also understand and agree that should I be hired by the Firm, the Firm shall retain my Information and any additional personal information and sensitive personal information that I provide or that may be created in relation to my employment (such as my performance-related data) for a period of ten (10) years from the time of my separation, termination, or retirement from the Firm. Thereafter, the Firm shall be under no obligation and shall not be liable for any failure to retain my Information and any additional personal information and sensitive personal information that I provide or that may be created in relation to my employment.

I acknowledge that if I have any request, question, concern or complaint regarding my Information, including those relating to access, correction/rectification, amendment/updating, removal or retention thereof, I should contact the Firm's data protection officer at:

Postal address: 9/F, KPMG Center, 6787 Ayala Avenue, Makati City 1226, Philippines

Dedicated telephone number: +63 2 835 4661

Dedicated email address: ph-dpo@kpmg.com.

I acknowledge that while I may request to have access to my Information in order to correct, rectify, amend, update or request removal the same, such access shall be provided by the Firm to the extent required by law or regulation. I agree that the Firm may charge a reasonable administrative charge for complying with such request, to the extent permissible by applicable law or regulation.

\_\_\_\_\_  
Signature above Printed Name of Applicant

\_\_\_\_\_  
Date (mm/dd/yyyy)