

**APPLICATION FORM FOR EXTERNAL APPLICANTS
MANAGEMENT TRAINING PROGRAM (MTP)****Instructions:**

- Please fill in the application form in your own handwriting legibly.
- Indicate only work experience and trainings that can be authenticated/documented.
- Attach the following:
 - Photocopy of Birth Certificate
 - Photocopy of Transcript of Records
 - Two sealed Recommendation Forms accomplished by your supervisor and former professor or other reference.
 - Photocopy of Certificate of Civil Service or Professional Eligibility
- On a separate sheet, compose at least a one-pager essay each discussing the following scenario:
 - Explain what makes you a suitable candidate to this program.
Describe your major strengths as a person.
 - Describe a major challenge in your life and describe what you did to overcome it.
What lessons did you learn from this?

ID picture taken within the last 6 months
3.5 cm. x 4.5 cm
(passport size)
photocopy of picture is not accepted

All applications must be sent to the **PERSONNEL ADMINISTRATION DEPARTMENT**

23/F LANDBANK Plaza, 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts., Malate, Manila

on or before **March 4, 2020**. (An advance copy may be sent electronically to LBP-MLDP@mail.landbank.com.)

I. PERSONAL DATA

| | | | | | |
|--------------------------|--|----------------|--|---------------|--|
| Last Name | | First Name | | Middle Name | |
| Nick Name | | Place of Birth | | | |
| Present Mailing Address: | | | | Telephone No. | |
| Provincial Address: | | | | Sex | |
| Email Address: | | | | Weight | |
| | | | | Height | |
| | | | | Civil Status | |
| | | | | Religion | |

How did you learn about this program?

- LBP Website
 Jobstreet
 Employee Referral: _____
 Others (please specify) _____

II. FAMILY BACKGROUND (continue on separate sheet if necessary)

| | Name | Age | Present Address | Occupation | Employer/Address |
|--------|------|-----|-----------------|------------|------------------|
| Father | | | | | |
| Mother | | | | | |
| Spouse | | | | | |

| | Name | Age | Present Address | School or Occupation (for those employed) |
|-----------|------|-----|-----------------|---|
| Sibling/s | | | | |
| Children | | | | |

III. EDUCATIONAL BACKGROUND (continue on separate sheet if necessary)

| | Inclusive Years | | Name of School and Address | Degree/Major Course | Academic Honors |
|------------------|-----------------|----|----------------------------|---------------------|-----------------|
| | From | To | | | |
| Primary | | | | | |
| Secondary | | | | | |
| Collegiate | | | | | |
| Graduate Studies | | | | | |

IV. CIVIL SERVICE / PROFESSIONAL ELIGIBILITY / PROFESSIONAL CERTIFICATION

| Examination | Place | Date | Rating |
|-------------|-------|------|--------|
| | | | |
| | | | |

V. WORK EXPERIENCE (Start with current work. Continue on separate sheet if necessary)

| Inclusive Dates (mm/yyyy) | | Position Title | Employer and Address | Basic Salary per Month | Major Functions / Responsibilities |
|---------------------------|----|----------------|----------------------|------------------------|------------------------------------|
| From | To | | | | |
| | | | | | |
| | | | | | |

CLASS C

VI. TRAINING PROGRAMS (Start with the most recent training. Use additional sheets as necessary.)

| Title of Seminar/Conference/Workshop | Inclusive Dates | Number of Hours | Conducted/Sponsored By |
|--------------------------------------|-----------------|-----------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

VII. EXTRACURRICULAR/BUSINESS OR COMMUNITY INVOLVEMENT

(Use additional sheets as necessary.)

| Position | Organization / Event | Period |
|----------|----------------------|--------|
| | | |
| | | |
| | | |
| | | |

VIII. CHARACTER REFERENCES

(not related within the 3rd degree of relationship by consanguinity or affinity to applicant)

| Name | Address and Contact Number | Occupation |
|------|----------------------------|------------|
| | | |
| | | |
| | | |

IX. OTHER INFORMATION

SPECIAL TECHNICAL SKILLS: _____

SPORTS, HOBBIES AND INTERESTS: _____

Are you willing to accept provincial assignments?

Yes No

If yes, give details (as to provincial area)

Have you ever been a respondent in any administrative case or accused of any criminal case?

Yes No

If yes, please give details (as to decision, penalty imposed and date)

Are you related to any official or employee in LANDBANK:

a.) within the third degree of consanguinity (i.e. parent, offspring, sibling, nephew/niece, uncle/aunt, grandparent, grandchild? Yes No

If yes, give name/s of relative/s and relationship/s

b.) within the second degree of affinity (i.e. mother-in-law/father-in-law, son-in-law/daughter-in-law, brother-in-law/sister-in-law?

Yes No

If yes, give name/s of relative/s and relationship/s

Have you been separated from service through any of the following modes: resignation, retirement, dropped, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phase out, in the public or private sector?

Yes No If yes, give details _____

Do you have any physical disability or previous sickness?

Yes No If yes, please provide specific details

below or in a separate sheet:

APPLICANT UNDERTAKING AND WAIVER

I certify that all information contained herein are true and correct. I fully understand and accept the conditions/stipulations of the program as stated in the MTP Guidelines, as amended. I understand that this application form does not constitute automatic acceptance to the program.

I hereby knowingly, voluntarily and fully give my consent to the collection, recording, organization, modification, retrieval, use, consolidation, and such other processing that may be made by the appropriate authorities of the Bank of my personal information, including but not limited to my personal background, educational and professional history, medical findings, performance ratings, administrative and audit report and all other information that may be relevant to the determination of my physical, mental and psychological fitness to be granted with and to undertake a particular task or activity inherent or necessary to the nature of the Bank's Management Training Program.

I authorize the Bank to verify/validate these information. Any false information given by me may be considered material misrepresentation and will be a ground for the Bank to terminate my participation in the program in case I am accepted.

Witness my signature this _____ day of _____ 20____ in _____.

Applicant's Signature Over Printed Name

