

## PERSONAL HISTORY STATEMENT

### INSTRUCTIONS:

1. Answer all the questions completely. If a question is not applicable write "NA" and "UNKOWN" if you don't know the answer and cannot obtain the answer from personnel records.
2. Type, print or write in black ribbon or ink. Use additional sheets if necessary.

The statements made herein are confidential. Revelation or use other than the official purpose is prohibited.

I. PERSONAL DATA:			
Surname	First Name	Middle Name	Maiden Name
Nickname/s:		Alias/es:	
Rank:		Division/Office:	
Designation:	Tel. No. (Local):	Rm. No.:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height (cm):	Weight (kg):	
Color of Eyes:	Color of Hair:	Complexion:	
Built:		Distinguishing Features:	
Date of Birth:		Place of Birth:	
Religion:	Citizenship:	How Acquired:	
Present Address:		Tel. No.:	
Provincial Address:		Tel. No.:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated			
Surname		First Name	
Middle Name			
If married, Name of Spouse:			
Date of Birth:		Place of Birth:	
Occupation:		Place of Employment:	
Surname		First Name	
Middle Name			
Name of Father:			
Date of Birth:		Place of Birth:	
Maiden Name		First Name	
Middle Name			
Name of Mother:			
Date of Birth:		Place of Birth:	
Parent's Address:			
Names of Children or Dependents	Age	Names of Children or Dependents	Age
Names of Brothers and Sisters	Occupation	Address	

Names of In-Laws	Occupation	Address

**II. EDUCATIONAL BACKGROUND:**

Education	Schools Attended	Date of Attendance	Degree Earned
Elementary			
Secondary			
Vocational			
College			
Post Graduate			

**III. EMPLOYMENT HISTORY:**

Inclusive Dates	Positions Held	Department/Agency	Address

Statement of Duties and Responsibilities (Present Position):


Record of In-service Training/Seminars/Conferences/Meeting Attended:

Title	Conducted By	Duration

Civil Service/Board/Bar Exam	Date of Exam	Place of Exam	Rating

**IV. GENERAL QUALIFICATIONS:**

Language/Dialect	Excellent	Good	Fair	Language/Dialect	Excellent	Good	Fair
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hobbies and Sports:

Skills:


Publications and Inventions:

Honors and Awards:


