



The Asia Foundation considers all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status or class. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable support to complete the application and / or the interview process should notify a representative of the Human Resources Department.

(WHEN COMPLETING THIS APPLICATION, PLEASE PRINT CLEARLY OR TYPE)

<b>First Name</b>	<b>Date of Application (MM/DD/YYYY)</b>
<b>Middle Name</b>	<b>Position(s) Applied For</b>
<b>Last Name</b>	<b>Tax Identification Number (TIN)</b>
<b>Address (Street, City, State, Zip Code)</b>	<b>Salary Expectation (if applying for a consultancy post, input daily rate)</b>
<b>E-mail Address</b>	<b>Cellular/Mobile Number</b>

**How did you learn about this position or The Asia Foundation?**

The Asia Foundation Website

Newspaper

LinkedIn

Employee *(Please indicate employee)*

Other *(Please be specific)*

What date are you available to start work?

Are you currently employed?

Yes

No

Can you travel if required?

Yes

No

Will you work overtime if required?

Yes

No

If No, please explain:

Have you ever been employed with The Asia Foundation before?

Yes

No

If Yes, for what position?

Dates of Employment:

## Education

	Name & Location of School	Course of Study	Degree
Undergraduate			
Graduate/ Professional			
Others (Specify)			

### Languages

Rate your English communication skills in speaking, reading, and writing. (Type 5 on the appropriate box)

	FLUENT	GOOD	FAIR
SPEAK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
READ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WRITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Skills and Qualifications

Summarize any special training, apprenticeship, skills, licenses, extra-curricular activities, and/or certificates that directly relate to the position which you are applying for

### Special Accomplishments

List any publications, awards, achievements, etc.

### Other Qualifications

Summarize any special training, apprenticeship, skills, licenses, extra-curricular activities, and/or certificates that are **not** directly related to the position which you are applying for

## Employment

Please list your employment history in reverse chronological order (most recent job first). Include your last ten years of employment; include any job-related military service or volunteer activities.

<b>Employer</b>	<b>Dates Employed (MM/YYYY)</b>		
	<b>From</b>		<b>To</b>
<b>Location</b>	<b>Supervisor Name</b>		
<b>Job Title</b>	<b>Supervisor E-mail</b>	<b>Supervisor Contact Number</b>	
<b>Type of Employment</b>	<input type="checkbox"/> Contractual	<input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time <input type="checkbox"/> Consultancy
<b>Reason for Leaving</b>	<b>Monthly Gross Salary</b>		
<b>Work Performed</b>			
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

<b>Employer</b>	<b>Dates Employed (MM/YYYY)</b>		
	<b>From</b>		<b>To</b>
<b>Location</b>	<b>Supervisor Name</b>		
<b>Job Title</b>	<b>Supervisor E-mail</b>	<b>Supervisor Contact Number</b>	
<b>Type of Employment</b>	<input type="checkbox"/> Contractual	<input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time <input type="checkbox"/> Consultancy
<b>Reason for Leaving</b>	<b>Monthly Gross Salary</b>		
<b>Work Performed</b>			
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

## Employment Experience (Continued)

<b>Employer</b>		<b>Dates Employed (MM/YYYY)</b>	
		<b>From</b>	<b>To</b>
<b>Location</b>	<b>Supervisor Name</b>		
<b>Job Title</b>	<b>Supervisor E-mail</b>		<b>Supervisor Contact Number</b>
<b>Type of Employment</b> <input type="checkbox"/> Contractual <input type="checkbox"/> Regular <input type="checkbox"/> Part-Time <input type="checkbox"/> Consultancy			
<b>Reason for Leaving</b>		<b>Monthly Gross Salary</b>	
<b>Work Performed</b>			
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

<b>Employer</b>		<b>Dates Employed (MM/YYYY)</b>	
		<b>From</b>	<b>To</b>
<b>Location</b>	<b>Supervisor Name</b>		
<b>Job Title</b>	<b>Supervisor E-mail</b>		<b>Supervisor Contact Number</b>
<b>Type of Employment</b> <input type="checkbox"/> Contractual <input type="checkbox"/> Regular <input type="checkbox"/> Part-Time <input type="checkbox"/> Consultancy			
<b>Reason for Leaving</b>		<b>Monthly Gross Salary</b>	
<b>Work Performed</b>			
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

## Employment Experience (Continued)

<b>Employer</b>		<b>Dates Employed (MM/YYYY)</b>	
		<b>From</b>	<b>To</b>
<b>Location</b>		<b>Supervisor Name</b>	
<b>Job Title</b>		<b>Supervisor E-mail</b>	<b>Supervisor Contact Number</b>
<b>Type of Employment</b> <input type="checkbox"/> Contractual <input type="checkbox"/> Regular <input type="checkbox"/> Part-Time <input type="checkbox"/> Consultancy			
<b>Reason for Leaving</b>		<b>Monthly Gross Salary</b>	
<b>Work Performed</b>			
<b>May we contact for reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

## Additional Information

### Technology

List all applicable software programs you are familiar with.

### Comments

Please explain any gaps in your employment history. State any additional information you feel may be helpful in considering your application, or any other comments.

### Reasonable Support

The Asia Foundation is committed to providing reasonable support to applicants and employees with disabilities in accordance with local laws. Reasonable support is available upon request to assist applicants and employees in any of the following:

- Equal opportunity in the employment process
- Enable qualified individuals with disabilities to perform the essential functions of the job
- Enable employees with disabilities to enjoy equal benefits and privileges of employment

Applicants who need support to participate in the select process should request the accommodation as early as possible. The Asia Foundation will make every effort to respond promptly to a request for support. Please contact the Human Resources Department for more information.

**Will you require support/accommodation to participate in the interview or application process?**     Yes     No

## References

Please list three business / work references that are not related to you. If you do not have business / work references, list three school or personal references that are not related to you.

Reference 1	
First Name	E-mail Address
Last Name	Telephone Number
Years Known	Professional Relationship

Reference 2	
First Name	E-mail Address
Last Name	Telephone Number
Years Known	Professional Relationship

Reference 3	
First Name	E-mail Address
Last Name	Telephone Number
Years Known	Professional Relationship

## Conviction History

Have you been arrested for a crime that is pending or currently undergoing a criminal investigation or trial that has not been resolved?

Yes

No

If you have indicated "YES", your application will still be considered. However, TAF may ask for additional information about your criminal history, should your application further progress (i.e. if you are one of the short-listed applicants).

## Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I give The Asia Foundation the right to contact and obtain information from all references, employers, and educational institutions; and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability The Asia Foundation and its representatives from seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

If requested, The Asia Foundation agrees not to contact current employers until after an offer of employment is made. However, any such offer of employment may be contingent on the reference from your current employer.

The Asia Foundation is an equal opportunity employer. The Asia Foundation does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, gender, sexual orientation, political beliefs, or any other legally protected status or class. Foundation employees have the right to work in an environment free of discrimination. The Asia Foundation prohibits discrimination in hiring, firing, promotion, compensation, job assignment, and any other terms, conditions, or privileges of employment.

In the event of employment, I understand that any false or misleading information provided during the application process or in interview(s) may result in discharge. Moreover, I also understand that I am required to abide by all rules, policies, procedures, and regulations of The Asia Foundation.

I understand and agree that, should I be employed by the Asia Foundation, the employment relationship will be subject to applicable labor laws.

I acknowledge that The Asia Foundation may change at any time its policies and procedures, employee handbook, and the conditions of my employment.

I understand it is The Asia Foundation's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation.

In the event of the employment, I will be required to provide proof of identity and legal work authentication.

*By entering my full name in the text field below, I understand that I am signing this employment application. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.*

**Applicant's Full Name**

**Date (MM/DD/YYYY)**

## Data Privacy Content

In compliance with the Data Privacy Act (DPA) of 2012, and its Implementing Rules and Regulations (IRR) effective since September 8, 2016, I agree and authorize The Asia Foundation (the Foundation):

1. To use collect and process of personal information about me and in relation to my Application for Employment;
2. To retain my information for a period of five years from the submission of my Application for Employment or the termination of my employment, or at such time that I submit to the Foundation a written cancellation of this consent, whichever is earlier. I agree that my information will be deleted/destroyed after this period.
3. To retain my information in the processing systems of the Foundation;
4. To share my information to affiliates and necessary third parties for any legitimate business purpose. I am assured that security systems are employed to protect my information.
5. To inform me of future employment opportunities using the personal information I shared with the Foundation.

In accomplishing and submitting this Application for Employment, I understand that the Foundation will enter the personal information I supplied in its processing and database systems for purposes of assessing my qualifications, transmitting the information to the authorized personnel of the Foundation to whom the application may be relevant, and for storage and access by the Foundation.

*By entering my full name in the text field below, I understand that I am signing this Data Privacy Content. I represent and warrant that I have read and fully understand the above.*

**Applicant's Full Name**

Signed this  day of , 20  at  City