

(Please TYPE/ENCODE, do not write)

APPLICATION FORM for Additional Job Order/Manpower [SAME Position]		
COMPANY NAME		:
<input type="radio"/> Direct Employer	<input type="radio"/> Dispatch/Staffing Company	<input type="radio"/> Placement/Recruitment Agency/Company
Name and Position of the Official Representative		:
Authorized Representative <i>*not listed in the tokibo tohon but authorized by the Company President/CEO to sign the contract (employment documents)</i>		:
Company Office Address		:
Contact Number & Email Address		:
Website		:
Contact Person <i>*in-charge of the documents/application *company can only designate 1 contact person preferably HR personnel, attach calling card/meishi</i>		:
Position in the Company		:
Contact Number & Email Address		:
Partner Philippine Recruitment Agency		:
Name and Position of the Official Representative		:
Address		:

FILIPINO WORKERS CURRENTLY WORKING IN THE COMPANY		
NAME	POSITION	VISA STATUS <small>(permanent resident/eng'g humanities etc.)</small>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- * The documents should be arranged/organized in the following order
- * Use A4 size paper only
- * Embassy authentication (red ribbon) is **not required**

DOCUMENTARY REQUIREMENTS		REMARKS
		(Put check here if complied)
1 NEW Manpower Request	<ul style="list-style-type: none"> ✓ Signed by the Company Representative ✓ Addressed to PRA 	
2 COPY of the previously-approved Manpower Request	✓ With POLO and POEA stamp	
3 COPY of the previously-approved Master Employment Contract	✓ With POLO and POEA stamp	
4 Salary Scheme	✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (Use the POLO-SKILLED-Form 01-2019v1)	
5 List of Duties & Responsibilities of the worker	✓ Actual work assignment/duties of the worker (Use the POLO-SKILLED-Form 02-2019v1)	
6 List of Criteria/Qualifications Required for the position	✓ For example, academic requirement, skills/expertise needed, number of work experience needed, age requirement, etc. (Use the POLO-SKILLED-Form 02-2019v1)	

The following are additional requirements for DISPATCH:

For OLD Client – Submit copy of the previously-approved Job Order from the employer/client
 For NEW Client – Submit (1) Job Order Request from employer/client; (2) Notarized Service Agreement between Dispatch Company and its Clients; (3) List of Names and Addresses of Clients

The following are additional requirements for PLACEMENT/RECRUITMENT AGENCY:

For OLD Client – Submit copy of the previously-approved Job Order from the employer/client
 For NEW Client – Submit (1) Job Order Request from actual; (2) Notarized Service Agreement between the Placement Agency and the actual employer; (3) Notarized Joint Affidavit of Undertaking by the Placement Agency and the actual Employer; (4) Business License or valid commercial registration of the actual employer (with English translation)

SALARY SCHEME/BREAKDOWN

NAME OF COMPANY	
POSITION	

A. Basic Monthly Salary	:
B. Approximate Deductions	
1. Income Tax	:
2. Social Insurance/Shakai hoken <i>(health insurance, employment insurance, pension)</i>	:
3.	:
4.	:
5.	:
C. Total Deductions (1+2+3+4+5)	:
Net pay/Take home pay (A-C)	:

Other Allowances/Benefits (monthly)	
1. Housing	:
2. Commutation/Transportation	:
3. Technical allowance (if any)	:
4.	:
5.	:
6.	:
TOTAL ALLOWANCES	

**Company hanko/seal here*

NAME OF COMPANY	:
POSITION	:
<i>Job Description</i>	:

A. List of Actual Work Assignment/Responsibilities of the worker	
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B. List of Criteria/Qualifications Required by the Company for the Job Position	
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10.	

**Company hanko/seal here*