



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. IV-A

2 X 2
PICTURE
white background

ALIEN EMPLOYMENT PERMIT APPLICATION FORM

TYPE OF APPLICATION: [] NEW [] RENEWAL

Please supply all required information. Misrepresentation¹, false statement or fraud in this application or in any supporting document is ground for denial/ revocation/cancellation of the permit.

I. PERSONAL DATA

Name: _____
(Last Name) (First Name) (Middle Name)

Nationality: _____ Sex: _____ Marital Status: _____

Date of Birth: _____ Place of Birth: _____ TIN: _____
(DD / MM / YYYY)

Passport No.: _____ Place of Issuance: _____ Issuance Date: _____
(DD / MM / YYYY)

Expiration Date: _____ Visa: _____ Visa Validity: _____
(DD / MM / YYYY)

Highest Educational Attainment²: **Basic** [] **Intermediate** [] **Advanced** [] Course of Study: _____

Address in the Philippines: _____

Contact Number: _____ E-Mail Address: _____

Permanent Address Abroad: _____

II. PRESENT EMPLOYMENT:

Position: _____

Brief Job Description: _____

Basic Qualification: _____
(Based on the Job/Vacancy Posting)

Workplace Address: _____

Name of Company/Employer: _____

Address of Company/Employer: _____

Contact Number: _____ E-Mail Address: _____

Monthly Gross Salary: [] ₱ 30,000 - ₱ 59,999 [] ₱ 60,000 - ₱ 89,999 [] ₱ 90,000 - ₱ 149,999
(Including benefits) [] ₱ 150,000 - ₱ 499,999 [] ₱ 500,000 and above

Nature of Business/Industry: *(Please refer at the back)*

A [] B [] C [] D [] E [] F [] G [] H [] I [] J [] K []
L [] M [] N [] O [] P [] Q [] R [] S [] T [] U []

III. EMPLOYMENT HISTORY IN THE PHILIPPINES: *(Please attach additional sheet if necessary)*

Employer's Name and Address	Position	Duration of Employment

Have your application for AEP been previously denied? **Yes** [] **No** [] When? _____

Have your AEP been previously cancelled/revoked? **Yes** [] **No** [] When? _____

Reason for denial/cancellation/revocation: _____

What actions have you taken? _____

IV. DECLARATION: I declare that the statements made in this application are true and correct to the best of my knowledge and belief and I will abide by the Philippine laws, rules and regulations.

Name and Signature of the Applicant

Date

V. ENDORSEMENT BY THE EMPLOYER: I certify that all the information written above are true and correct and currently I employ³ _____ Filipino national/s and _____ foreign national/s.

Name and Signature of Employer

Position

Date

¹ Misrepresentation of facts in this application includes fraudulent misrepresentation i.e., false statement that has a negative effect in the evaluation of the application made knowingly, or without belief in its truth, or recklessly whether it is true or false.

²Basic – Elementary and High School; Intermediate – College; Advance – Masteral and Doctoral

³Number of Filipino and foreign national employed in the company

NATURE OF BUSINESS / INDUSTRY

A	Agriculture, Forestry, and Fishing
B	Mining and Quarrying
C	Manufacturing
D	Electricity, Gas, Steam, and Air Conditioning Supply
E	Water Supply, Sewerage, Waste Management and Remediation Activities
F	Construction
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
H	Transportation and Storage
I	Accommodation and Food Service Activities
J	Information and Communication
K	Financial and Insurance Activities
L	Real Estate Activities
M	Professional, Scientific, and Technical Activities
N	Administrative and Support Service Activities
O	Public Administration and Defense; Compulsory Social Security
P	Education
Q	Human Health and Social Work Activities
R	Arts, Entertainment, and Recreation
S	Other Service Activities
T	Activities of Households as Employers; Undifferentiated Goods
U	Services-Producing Activities of Households for Own Use Activities of Extraterritorial Organization and Bodies