



Republic of the Philippines
Department of Labor and Employment
DOLE Regional Office No. ___
AUTHORITY TO RECRUIT
APPLICATION FORM

Please read the instructions carefully before filling up this application form.

Type of Business Registration:	<input type="checkbox"/> Sole <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	To avoid delay, strictly no erasures and supply all data and necessary documents.
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BUSINESS DETAILS

Name of Agency:			
Address of Agency:			Contact Details:
PEA License No.	No. of Employee/s:	Email Address:	
Website (if applicable)	TIN:		
Social Media Accounts:	Other/s:		

Name of President/Owner:	Last Name	First Name	Middle Name	Name Extension (Sr., Jr., etc)
Contact details:				Citizenship:
Civil Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed	<input type="checkbox"/> Others: _____
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email Address:	

COMPREHENSIVE DESCRIPTION OF ACTIVITY: (Please indicate if providing domestic workers or industry workers.)

Domestic Workers Industry

Place of Recruitment:	
Date and Time:	
Other Details:	

MANAGEMENT AND STAFF

Name	Designation	Address	Contact No.	Email

UNDERTAKING

I hereby declare that I have accomplished this form to the best of my knowledge which is true and correct pursuant to the provisions of Labor Code, as amended and pertinent laws, rules and regulations. I authorize the agency head/authorized representative to verify/validate and share with the concerned government agency/ies the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

(Signature over Printed Name/Date)

FOR DOLE USE ONLY

Received By:	Reviewed By:
Name and Designation/Date	Name and Designation/Date
Approved By:	Receipt No.: _____
Regional Director/Date	Date of Issuance: _____
	Issued by: _____

List of Documentary Requirements

The application for Authority to Recruit shall only be processed upon submission of the duly accomplished application form with complete requirements to the Regional Office having territorial jurisdiction over the place where the recruitment activity will

- Letter request by the agency indicating the exact date and venue of the recruitment activity as well as the names of designated representative;
- Certified true copy of valid PEA license;
- NBI Clearance of the authorized representative/s; and
- Certificate of No Pending Case from the Department of Labor and Employment.