



# APPLICATION FOR CIVIL SERVICE EXAMINATION (Pen and Paper Test)

To be filled out by Applicant

Examination Applied for:

## Pre-Employment Test

Category of Test :  1st Level  
 2nd Level (Technical/Professional)  
 2nd Level (Executive/Managerial)

To be filled out by Applicant

CSC Regional Office \_\_\_\_\_

Date of Examination (mm/dd/yyyy) \_\_\_\_\_

Place of Examination \_\_\_\_\_

### ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name
- (see illustration & more specifications at the back)

**Instructions :** READ ADMISSION AND APPLICATION REQUIREMENTS AT THE BACK PAGE. DO NOT APPLY IF NOT QUALIFIED. Fill in all the required information. DO NOT leave an item blank. If item is not applicable, indicate "N/A".

**A. PERSONAL INFORMATION**

NAME (Last Name) \_\_\_\_\_ (Given Name) \_\_\_\_\_ (Ext. Name, e.g. Jr./Sr., if any) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
(e.g. De La Paz = D, P, or DLP; Dela Paz = D, P, or DP)

AGE \_\_\_\_\_ DATE OF BIRTH (mm/dd/yyyy) \_\_\_\_\_ SEX  Male  Female PLACE OF BIRTH: City (write province only if city name has namesake e.g. San Fernando City, La Union/City of San Fernando, Pampanga, OR Municipality & Province) \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ MOTHER'S MAIDEN FULL NAME (the full name of your mother by birth or before she was married) (Last Name) \_\_\_\_\_ (Given Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_

COMPLETE PERMANENT MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CIVIL STATUS  Single  Married  Others \_\_\_\_\_ OTHER DATA:  Pregnant  Senior Citizen If PWD, please specify:  Orthopedic  Deaf/hard of hearing  Visually impaired  Others \_\_\_\_\_

MOBILE NUMBER (Required) \_\_\_\_\_ TELEPHONE NUMBER (include Area Code) \_\_\_\_\_ E-MAIL ADDRESS (Required) \_\_\_\_\_

**HIGHEST EDUCATIONAL ATTAINMENT**

Level of Education:  High School/Sr High School  Technical/Vocational  College  Postgraduate (Master/Doctor)  Other/s: \_\_\_\_\_

Completion:  Not Graduated / ongoing If not graduated/ongoing, highest Year/Level/Units earned, or taking up: \_\_\_\_\_  
 Graduated If graduated, date/year of Graduation/Completion: \_\_\_\_\_ Honors received: \_\_\_\_\_

Complete Title of Course/Degree (except for High School/Sr High School): \_\_\_\_\_ Major: \_\_\_\_\_

Name and Address of School Attended: \_\_\_\_\_ Inclusive years: \_\_\_\_\_ (from-to)

**B. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY**

Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility Granted	Place of Examination

**C. PRESENT EMPLOYMENT**

Government  Private  Non-government Organization  Self-Employed  Unemployed

Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job	Status of Appointment/ Employment

**D. ADDITIONAL INFORMATION**

Have you ever been dismissed from the military/civil service for cause, or convicted by final judgment of a crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, drunkenness or addiction to drugs, or of an offense relative to, or in connection with, the conduct of a civil service examination?  
 YES  NO  IF YES, attach copy/ies of decision/s.

**DO NOT FILL-OUT THE SHADED PORTION. (FOR CSC PROCESSOR ONLY).**

Date: \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Name of Collecting Officer \_\_\_\_\_

Identification/Other Documents Presented: \_\_\_\_\_ Details: \_\_\_\_\_

ACTION TAKEN:  APPROVED  DISAPPROVED Reason for disapproval: \_\_\_\_\_

Signature over Printed Name of Processor \_\_\_\_\_ Position/Designation \_\_\_\_\_ Date & Time \_\_\_\_\_

Date: \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Name of Collecting Officer \_\_\_\_\_

**APPLICATION RECEIPT** APPLICATION NO. \_\_\_\_\_

Examination Applied For: **Pre-Employment Test**  1st Level  2nd Level (Technical/Professional)  
 2nd Level (Executive/Managerial)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

Signature over Printed Name of Processor \_\_\_\_\_ Position/Designation \_\_\_\_\_ Date & Time \_\_\_\_\_

### ID PHOTO

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**To be filled out by Applicant**

Applicant's Name: \_\_\_\_\_ Given Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Ext. Name (i.e. Jr./Sr., if any) \_\_\_\_\_

Sex:  Male  Female Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Signature: \_\_\_\_\_

**WARNING: NO I.D., NO EXAM. | Gates of testing venues shall be CLOSED to examinees at 7:45 a.m. on examination day.**

**E. DECLARATION**

I declare that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with ALL the admission requirements for the examination herein applied for, as enumerated below.

I understand that the acceptance and approval of my application for the examination is based on the information I provided. Further, I understand that: 1) as a result of randomization procedure, I may and am willing to be assigned at any testing venue within the testing center; and 2) the information I provided herein shall be handled and used, particularly for policy development/review/research/study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Finally, I understand that the CSC determines high answer similarities in the processing of test results, and conducts necessary investigation.

I therefore agree that: 1) in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited; 2) any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me; and 3) in case my test results be found to have high answer similarities with other examinee/s, the same shall be withheld pending the outcome of the investigation to be conducted by the CSC. Finally, I agree that my examination shall not be processed and be considered null and void, or my test results shall be cancelled, in case a post-examination verification shows that I violated Republic Act No. 9416 (Anti-Cheating Law), specifically the unauthorized possession of the test booklet, or any examination related forms/materials, including bringing of the same outside of the testing room/venue.

\_\_\_\_\_  
Signature over Printed Name of Applicant

\_\_\_\_\_  
Date

Note: (For personal/in-person filing only)

Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the CSC Processor.

\_\_\_\_\_  
Right Thumbmark

**ADMISSION REQUIREMENTS**

The Pre-Employment Test is for government agencies opting to adopt it as part of their screening process on recruitment and placement. It is intended as a human resource tool to help agencies in the objective assessment of their candidates/applicants vying for vacant positions. In particular, it serves as a mechanism to filter applicants.

As such, **no individual can file an application directly with the Civil Service Commission.**

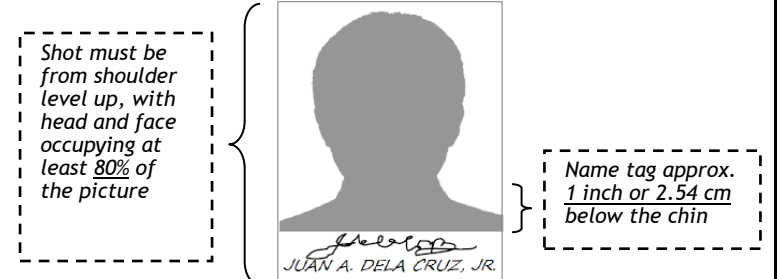
All applications shall be coursed through the agency adopting the test. Accordingly, **only individuals with pending application for employment in a government agency adopting the Pre-Employment Test are allowed to take the test.**

**NOTE:** Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.

Please check related Examination Announcement for additional and/or updates on admission requirements.

**APPLICATION REQUIREMENTS**

- Fully accomplished Application Form;
- Two (2) pieces of identical I.D. pictures with specifications, as follows:
  - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
  - taken within the last three (3) months prior to filing of application
  - colored, with white background and printed on good quality photo paper (no peeling off)
  - in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm below the chin)
  - in bare face (with no eyeglasses, colored contact lens, or any accessories that may cover the facial features (facial features not computer enhanced)
  - showing left and right ears
  - taken in full-face view directly facing the camera, with neutral facial expression and both eyes open
  - with handwritten (not computer-generated) name tag legibly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)



- Original and photocopy of any of the following I.D. cards, which is valid (not expired upon filing of application): Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit; Philippine Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D./Voter's Certification; BIR/Taxpayer's I.D. (ATM type/TIN card type with picture); PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number); Company/Office I.D.; School I.D.; Police Clearance/Police Clearance Certificate; Postal I.D.; Barangay I.D.; NBI Clearance; Seaman's Book; HDMF Transaction I.D.; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; CSC Eligibility Card; and Philippine Identification (PhilID) Card. (**Note: All other ID cards NOT included in the list shall NOT be accepted.**)
- Applicable examination fee

**OTHER/ADDITIONAL REQUIREMENTS, as applicable:**

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry printed on security paper (*only for applicants without date of birth in their I.D. card/s*)
- Original and photocopy of Identification Certificate (IC) issued by the Bureau of Immigration (*only for applicants holding dual citizenship under R.A. 9225, and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution*)

Please check related Examination Announcement for additional and/or updates on admission requirements and/or application requirements.

**REMINDERS**

- Place of Examination (School/Testing Venue Assignment)** - shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire **directly** with the CSC Regional/Field Office where the examinees filed their application. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.
- Ocular Inspection** - visit and conduct an ocular inspection of the assigned school/testing venue at least 1 day before the exam day to be familiar with the school location
- Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**
- THINGS TO BRING ON EXAMINATION DAY** [Note: Examinees are (i) advised to **bring ONLY the items listed below**, (ii) encouraged to **use transparent bag**, and (iii) to check related Exam Advisory for additional and/or updates on Things to Bring on Exam Day.]
  - I.D. card, preferably the same I.D. card presented during filing of application (**NO I.D., NO EXAM**)
  - BLACK BALLPEN/S (*note: Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed*)
  - Original of PSA/LCR issued Birth Certificate (*only if I.D. card has no date of birth*)

*Note:* Examinees may opt to bring water, or preferred beverage (except alcoholic beverage) placed in **clear/transparent container**, and/or candies/biscuits (subject to inspection by the Room Examiner/Proctor)
- Wear proper attire** on exam day, preferably plain white shirt/tops. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED. Long hair (for both male and female) **must** be tied in "ponytail."
- Cellular phones and calculators** are NOT ALLOWED in EXAMINEE'S SEAT, and any other gadgets including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials, and any other items/tools/aids that would facilitate answering the test questions. In this regard, before occupying the assigned seat, examinees shall deposit said items and their bags and all other personal belongings in front of the room or in the designated area. NO BELONGINGS SHOULD BE PLACED UNDER THE EXAMINEE'S SEAT.

**IMPORTANT:** Access, read thoroughly, and understand fully the **EXAMINEE'S GUIDE** on the conduct of the exam.