



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE NO.02

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PICTURE  
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**ALIEN EMPLOYMENT PERMIT APPLICATION FORM**

TYPE OF APPLICATION: [ ] NEW [ ] RENEWAL

Please supply all required information. Misrepresentation<sup>1</sup>, 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 Attainment<sup>2</sup>: **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 employ<sup>3</sup> \_\_\_\_\_ Filipino national/s and \_\_\_\_\_ foreign national/s.

\_\_\_\_\_  
Name and Signature of Employer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

<sup>1</sup> 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.

<sup>2</sup> Basic – Elementary and High School; Intermediate – College; Advance – Masteral and Doctoral

<sup>3</sup> Number of Filipino and foreign national employed in the company

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