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**Embassy of Brazil in Manila**

**Admission for Administrative Assistant Vacancy**

According to Public Notice 1/2023

**Application Form**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ Birth Place (city):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:

I hereby declare the information provided to be true and that I want to participate in the selection process for Administrative Assistant and hereby confirm my agreement with terms and conditions as expressed on the Public Notice of July 17th, 2023.

Date: / / Signature:

**If Brazilian national:**

Declaro não ocupar cargo, emprego ou função pública no Brasil.

Data: / / Assinatura:

Documents Checklist:

* Application Form (this document);
* Updated Resumé/CV;
* Recommendation Letter(s);
* Recent Photo (to be attached at the top of this page);
* University transcript of Records;
* Official authorization to work in the Philippines (for non-Filipino citizens).