



1. Position applying for: _____

2. Full Name: _____

3. Date of Birth: (Month)_____ (Day)_____ (Year)_____

4. Place of Birth: (City)_____ (Country) _____

5. Marital Status: Single Married Widowed Divorced Common law

6. Current address and telephone number: _____

Telephone: _____ Cell: _____

7. Email: _____ Optional Email: _____

8. Previous address during past ten years: **(Use extra page if needed)**

Date from: _____ to: _____ City: _____ Country: _____

Date from: _____ to: _____ City: _____ Country: _____

Date from: _____ to: _____ City: _____ Country: _____

9. Full name of spouse: _____

Date of birth: (mm /dd /yy) _____

Place of birth: _____

Current address: _____

10. Children: **(Use extra page if needed)**

Name:	Date of birth:	Current address:	Occupation:

11. Father's name: _____
Date of birth: _____
Place of birth: _____
Current address: _____
Current occupation: _____

12. Mother's name: _____
Date of birth: _____
Place of birth: _____
Current address: _____
Current occupation: _____

13. Relatives (Reference: brothers and sisters)

Name: _____ Date of birth: _____
Place of birth: _____ Current address: _____
Occupation: _____

Name: _____ Date of birth: _____
Place of birth: _____ Current address: _____
Occupation: _____

Name: _____ Date of birth: _____
Place of birth: _____ Current address: _____
Occupation: _____

14. How did you know about PDI(check one box)

Ad: Employee: Walk in: Other: _____

15. Do you have any relatives that work in this company? YES NO

16. Education: (elementary, high school, college and other) (Use extra page if needed)

Name of institution: _____ Date from: _____ to: _____
Degree or certificate: _____ Date received: _____
Major subject/field of study: _____

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17. Language Indicate the extent of your competence in English Spanish.

Rate your skills by % between 1% and 100% are you to Fluent.

Language	Speaking	Reading	Writing	Understanding
English:	_____	_____	_____	_____
Spanish:	_____	_____	_____	_____

18. Special qualifications and skills: _____

19. Computer skills programs:

Word Excel PowerPoint Adobe Pro Publisher Skype Box Net

Outlook Drop Box Others: _____

20. Please use this space below to describe in detail that you meet or exceed the minimum qualifications as stated for this application: _____

21. Employment:

Provide the request information for the last three jobs you have held

Name of the company or employer: _____

Dates worked from: _____ to: _____

Salary: (indicate if per week, month or year) \$ _____

Name, title and phone number of immediate supervisor: _____

_____/_____

Description of work: _____

Hours worked per week: _____

Reason for leaving: _____

Employment:

Provide the request information for the last three jobs you have held

Name of the company or employer: _____

Dates worked from: _____ to: _____

Salary: (indicate if per week, month or year) \$ _____

Name, title and phone number of immediate supervisor: _____

_____/_____

Description of work: _____

Hours worked per week: _____

Reason for leaving: _____

Employment:

Provide the request information for the last three jobs you have held

Name of the company or employer: _____

Dates worked from: _____ to: _____

Salary: (indicate if per week, month or year) \$ _____

Name, title and phone number of immediate supervisor: _____

_____/_____

Description of work: _____

Hours worked per week: _____

Reason for leaving: _____

22. Desired salary to start: \$ _____ to \$ _____

23. When you can start work: _____

Please use other paper if needed to complete the application and/or attach your CV, Resume to the application.

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature: _____

Print Name: _____

Date: _____

Notice of privacy and data protection

In compliance to **the Federal Law on the Protection of Personal Data** Held by Private Parties (the "Act") in force in México, PDI informs the terms and conditions of the Notice of Privacy of Personal Data ("Privacy Notice") of PDI with address at: Yugoslavia #92 Col, Gustavo Diaz Ordaz, Puerto Vallarta Jalisco México 48310

What Information do we collect?

PDI collects your personal data through various formats generally in a personal way, which may include without limitation but not limited to: (i) general personal data like your name, address, place and date of birth, telephone numbers, electronic mail (e-mail), code of Federal Taxpayers Registry (RFC), Unique Key Population Register (CURP) for individuals residing in México, and (ii) financial data such as your bank account number and routing number for wire transfers.

In the case of third parties whose personal data we collect through you, we also take security measures and confidentiality to treat them in accordance with this Privacy Notice.

What do we use your Information for?

The personal Information we collect is for:

- Identification for contact purposes,
- for statistical, administration and analysis purposes,
- to promote our services,
- to contact you in a personal way, by telephone or by email to respond to your requests and / or;
- conduct the hiring of any PDI services required;

In collection and processing of personal data you provide to us, we fulfill all the principles established by the Law (Article 6): legality, quality, consent, information, purpose, loyalty, proportionality and accountability.

What security and control measures do we use to protect your personal information?

PDI has security measures in administrative, technical and physical safeguards to protect your personal information; we require them to also be met by our service providers.

What is the area of PDI responsible for the management and administration of personal data?

The area responsible for the management and administration of personal data is Human Resources, whose e-mail address is noted below. Personal data provided by you will be part of a file containing your profile. You may request changes to your profile at any time through the e-mail account, PDI advises you to update your data whenever undergoes some modification and keep your information updated properly. admin@pdi-sapi.com

How could you exercise your ARCO rights and revoke their consent to treatment?

The Users owners of personal data may exercise their ARCO rights (access, rectification, cancellation and opposition) to the processing of personal data by sending your request directly to the Human Resources area through the e-mail account, the application must contain at least:

- Name and address or other media to communicate the answer to your request;
- Documents proving identity or, where appropriate, legal representation;
- Clear and accurate description of the personal data for which is requested to exercise any rights of ARCO; and any other element that facilitates the location of personal data.

When can you exercise your ARCO rights?

In terms of the Federal Law on the Protection of Personal Data Held by Private Parties (LFPDPPP), effective January 6, 2012, you may make a request to exercise your ARCO rights within 15 days of the date on which TUV response to your request or, if after the term prescribed by law, PDI has not followed up on your application, then you can start the process of ARCO rights protection to the Federal Institute of Access to Information and Protection of Personal Data (IFAI).

Modifications to the Privacy Notice

We reserve the right to change this Privacy Notice at any time. In case there is any change in this Privacy Notice, it will be communicated by e-mail or to the registered address you provide here. We will not be responsible if you do not receive a notification of the change to this Privacy Notice, if there is a problem with your e-mail account, data transmission over the Internet, or by any cause not attributable to PDI. For your safety, review this notice at any time or if you would like to receive the content of this Privacy Notice please send a request to our e-mail account: admin@pdi-sapi.com

Other Applicable Regulations

The laws and regulations of other countries may impose different requirements for protection of information in general and personal data as are collected via the Internet or by any other means. PDI is located in México and all matters relating to this Notice are governed by the laws of México. If you are located in a country other than México and contact us, please note that any information you provide will be transferred to México, and at the time of submitting the information you authorize this transfer and acceptance of this notice privacies.

This Privacy Notice meets the requirements set by law (Articles 15 and 16).