



CAREER ASSISTANCE PROGRAM FOR ENGINEERING STUDENTS

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Application Form Publications Committee

PERSONAL INFORMATION		
Full Name (Last, Given, Middle)		Nickname
Student Number	Course	Birthday
Mailing Address		Phone Numbers
Email Addresses (preferably gmail)		Mobile Numbers

ORGANIZATIONAL BACKGROUND AND COMMITMENTS		
Organization/Affiliation	Position	Duties/Responsibilities

ACADEMIC SCHEDULE		
Days/Time	Subject	Room

ACCESS TO HARDWARE <i>(mark boxes with an 'x')</i>	
Personal Computer <input type="checkbox"/> Desktop PC <input type="checkbox"/> Mobile PC / Laptop Processor speed <input type="text"/> RAM capacity <input type="text"/> Free Hard-Disk space <input type="text"/>	Printer <input type="checkbox"/> Laser <input type="checkbox"/> Coloured <input type="checkbox"/> Inkjet <input type="checkbox"/> B/W <input type="checkbox"/> Dot-matrix Scanner Bed size (area) <input type="text"/> Maximum Resolution <input type="text"/> dpi

ACCESS TO SOFTWARE <i>(mark boxes with an 'x')</i>	
Operating System <input type="text"/> Microsoft Office programs which you use: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Publisher <input type="checkbox"/> Access <input type="checkbox"/> Frontpage version <input type="text"/>	Other programs used: Graphic Design <input type="text"/> Publications Layout <input type="text"/> Web Design <input type="text"/> Audio Editing <input type="text"/> Video Editing <input type="text"/>
Do you have constant internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Write a short (3-sentence) paragraph describing how an everyday item works. Do not name the item.

Sketch a cover design for an instructional manual or a phone directory. Encircle in the preceding sentence what type of cover you are designing.

Describe yourself in three (3) words.

State an achievement you attained and narrate what you did to achieve it.

Design (flowchart) the process of surveying or collecting feedback from a team or committee.

REMINDERS

- ♣ Deadline for the submission of ALL application forms is **JUNE 26, 2009, 5:30PM** at the CAPES Office.
- ♣ Please attach a recent **1 x 1 PICTURE** at the upper right hand corner of the first page of this form.
- ♣ Deliberations will be held 2-3 days after the deadline of submission of the application forms. Results will be released one week after the deliberations.