



应聘登记表

JOB APPLICATION FORM

申请职位

Position applied for

中文姓名 Chines Name		英文姓名 English Name		<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female		照片 Picture Place
出生日期 Date of Birth		出生地 Place of Birth		民族 Nationality		
政治面貌 Political status		身高 Stature		血型 Blood Group		
最高学历 Degree		身份证号码 ID No.				
户口所在地址 Resident Add.						
目前详细居住地址 Address					邮编 Post Code	
住房种类 Type of Residence	<input type="checkbox"/> 自有 Owned · <input type="checkbox"/> 租借 Rented · <input type="checkbox"/> 宿舍 Dormitory					
联系电话 Tel. Number			手机 Mobile			
电子邮件 Email						
健康状况 Health status	既往病史 Do you have any disease history? <input type="checkbox"/> 有 Yes <input type="checkbox"/> 无 No 如有请详述 If yes, please indicate _____					
婚姻状况 Marital status	<input type="checkbox"/> 未婚 Single <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 离异 Divorced			是否有孩子 Do you have a Child?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
家庭主要成员 Family members	关系 Relation	姓名 Name	年龄 Age	工作单位、职务 Work Unit	联系电话 Tel. Number	
紧急情况联系人及电话 Emergency please contact <input type="checkbox"/> 姓名 Name _____ <input type="checkbox"/> 电话 Tel _____						
教育背景 Educational background						
时间 From To	学校 School / University			专业 Major	学位 Degree	
培训状况 Training background						
培训机构 Training institution	时间 From To		内容 Contents		证书 Certificate	

语言能力 Languages	<input type="checkbox"/> 英语 English	等级 Level _____	<input type="checkbox"/> 口语 Oral _____
	<input type="checkbox"/> 中文 Chinese	等级 Level _____	<input type="checkbox"/> 口语 Oral _____
	<input type="checkbox"/> 其他 other	等级 Level _____	<input type="checkbox"/> 口语 Oral _____
计算机等级 Computer Level _____		水平描述 Skill described _____	
爱好 Hobbies _____			
工作经历 Work experience			
时间 From To	单位 Company	职位 Title	联系人及电话 Contact Person & Tele. No.
			离职原因 Reason for Leaving
目前总工资及构成 (税前) ? Current salary? kip _____		期望总工资 (税前) ? Salary expected? kip _____	
是否有社会保险 ? Do you have society insurance? <input type="checkbox"/> yes <input type="checkbox"/> no			
您是否有亲戚或朋友在本公司工作? 如有, 请注明姓名及部门。 Any relatives/friends working in our company? If yes, please state the name and department. _____			
您曾否在本公司任职? 如有, 请注明日期及职位。 Have you worked for us before? If yes, when and in what position. _____			
您是否有犯罪记录? 如有, 请注明。 Have you ever been convicted of a crime? If yes, please state _____			
您是否有可能对完成你所应聘职位工作产生影响的身体问题 : Do you have any illness may affect the job you are applying for? _____			
如获公司聘用, 可否向现职或以前之雇主查询? Reference check to your previous employer(s) regarding your job performance upon receiving our offer? _____			
可考虑工作地点 Work location available _____			
您是如何了解到本公司的招聘信息的? How did you hear recruiting information of the company ? <input type="checkbox"/> 报纸/杂志 Newspaper / Magazine _____ (请注明名称) <input type="checkbox"/> 网络 Internet _____ (请注明名称) <input type="checkbox"/> 朋友 Friends (他是否为本公司员工 <input type="checkbox"/> 是 <input type="checkbox"/> 否) <input type="checkbox"/> 其他 Others _____ (请注明名称)			
请提交以下附件 Please attach the copies of the following documents: 1. 身份证 ID card 2. _____ 3. 毕业证及学位证 Diploma 4. 简历 Resume 5.其他学历/培训证书 Any other certificate of further/special education received 6.离职证明 Demission certificate			
声明 Declaration(for both employment application and on-board registration)			
在此,我确认在这张应聘表中所填写的所有内容都是真实和正确的。如果我被聘用,这份声明将成为公司和我之间所订立的服务合同的一个组成部份。我同意并接受这样的规定,如果发现这份表格有任何不实或蓄意误导事项,公司有权终止对我聘用并无任何补偿。 I hereby certify that all the particulars given in this application for employment are to the best of my knowledge and belief, true and correct. This declaration shall, if I am employed, constitute an integral part of any services contract between the Company and myself. I agree and accept that if this declaration is in any part false or misleading, the Company reserves the right to terminate my services contract instantly without			
申请人签字Applicant's signature _____		日期date _____	

入司后员工若有任何个人情况发生变动, 请务必及时填写《员工个人情况更新表》并交至到人力资源部备案; 否则, 由此造成的后果或损失由员工本人承担。
If there is any update of your personal information in the future, please fill in the Employee Personal Data Update Form and hand it to HR Department timely for filing. Otherwise, all consequence arises from this is to be borne by the employee.