

APPLICATION FOR EMPLOYMENT

职位申请书

POSITION(S) APPLIED FOR 申请职位

1 st PREFERENCE 首选	
2 nd PREFERENCE 次选	
3 rd PREFERENCE 再选	

SALARY EXPECTATION
期望的薪水

AVAILABLE START DATE
最早开始日期

INSERT RECENT PHOTO
插入小于 100K 证件照片
eForm – pic file not to exceed 100kb

PERSONAL DATA 个人资料

Name in Chinese : 中文姓名 _____		Name in English: 英文姓名 _____						
Gender 性别 _____	Height 身高 _____	Weight 体重 _____	Shoes Size 鞋码: _____	Date of Birth 出生日期: _____				
Nationality 国籍 : _____	PRC I/D NO/ Passport NO 身份证号码/护照号码: _____		Expiry Date 有效期至: _____					
Marital Status: 婚姻状况	Single <input type="checkbox"/> 未婚	Married <input type="checkbox"/> 已婚	Widowed <input type="checkbox"/> 丧偶	Separated <input type="checkbox"/> 分居	Divorced <input type="checkbox"/> 离异	Hukou: 户口性质	Town <input type="checkbox"/> 城镇	Country <input type="checkbox"/> 农村
Political Status: 政治面貌	Party <input type="checkbox"/> 党员	League <input type="checkbox"/> 团员	Public <input type="checkbox"/> 群众	Social Insurance in Ningbo 是否曾在宁波缴纳社保		Yes <input type="checkbox"/> 是	No <input type="checkbox"/> 否	
Mobile Phone 移动电话: _____	Home TEL 住宅电话: _____		Email Address 邮箱地址: _____					
Residence Address 户籍地址: _____					Zip Code 邮编: _____			
Address: 现居住地址: _____					Zip Code 邮编: _____			

FAMILY 家庭状况

Relationship 关系	Name 姓名	Age 年龄	Work Place 工作单位	Tel 电话

RELATIVE/FRIEND TO NOTIFY WHEN NECESSARY 必要时可联络之亲友

Name 姓名:	Relation 关系:
Address 地址:	Telephone 电话:

EDUCATION (Start with Highest)教育程度 (由最高的写起)

Education 教育程度	Name of School 学校名称	Years Attended 年份		Specialized Subject 专业
		From 自	To 至	

EMPLOYMENT HISTORY(Start With Current / Latest Employer)工作经历 (由最近的写起)

Dates 时间 From 自 To 至	Unit Name of Business of Employer 工作单位名称	Position Held 职位	Final Salary & Reason for Leaving 最后月薪、离职原因	Name & Telephone 证明人姓名及电话

LANGUAGE 语言

Please put a (√) in the appropriate boxes 请在适当空格中填上(√)符号	Spoken 会话			Reading 阅读			Written 书写		
	Good 良好	Fair 普通	Basic 略懂	Good 良好	Fair 普通	Basic 略懂	Good 良好	Fair 普通	Basic 略懂
英语 English									
法语 French									
日语 Japanese									
其他 Others									

SPECIAL SKILLS OR TRAINING 特别技能或培训

COMPUTER (please specify which software), SHORTHAND, LIFEGUARD, FIRST AID, FIRE FIGHTING, DRIVING, ELECTRICAL, BOILERMAN, MASSAGE, etc. 电脑 (请说明何种软件), 速记, 救生, 救护, 消防, 驾驶, 电工, 锅炉工, 按摩等	
English Certificate 英语等级证书 CET 4 CET 6 TEM 4 TEM 8 English Certificate Issued By Tourism Bureau <input type="checkbox"/> 四级 <input type="checkbox"/> 六级 <input type="checkbox"/> 专业四级 <input type="checkbox"/> 专业八级 <input type="checkbox"/> 旅游英语证书	
Technical Title 职称 Grade: Junior Middle Senior Technical Title 职称等级: <input type="checkbox"/> 初级 <input type="checkbox"/> 中级 <input type="checkbox"/> 高级 职称名称: _____	

RECRUTMENT CHANNEL 招聘渠道

How do you get our recruitment information?

您是如何得知我公司的招聘信息?

- | | | |
|---|---|---|
| <input type="checkbox"/> Internet Information
网上招聘信息 | <input type="checkbox"/> Human Resources Market
人力资源市场 | <input type="checkbox"/> Referred by Hotel's Employee
公司员工推荐 |
| <input type="checkbox"/> Walk in
自行上门求职 | <input type="checkbox"/> Campus Recruitment
校园招聘 | <input type="checkbox"/> Others
其他 _____ |

HEALTH RECORDS 健康状况

HAVE YOU HAD ANY SERIOUS ILLNESS OR OPERATION WITHIN THE LAST 2 YEARS?

最近两年来, 曾患重病否, 或动过手术(包括精神类疾病)?

- | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|
| YES
<input type="checkbox"/> 有 | PLEASE GIVE DETAIL
请详细说明 _____ | NO
<input type="checkbox"/> 没有 |
|-----------------------------------|-----------------------------------|-----------------------------------|

GERENAL 其他资料

Please mark with (√) 请在适当空格中填入 (√) 符号	YES 是	NO 否	IF YES, GIVE PARTICULARS 若“是”, 请详细注明
Do you have any relative working in this Hotel? If yes, please provide name & department and your relationship. 是否有在本酒店任职之亲戚或朋友? 若有, 请注明他们的姓名和部门以及你们的关系。			
Are You Presently In Receipt Of A Pension (Retirement Benefits) or Any Retrenchment Benefits? 目前, 你是否受领养老金(退休金)或下岗费?			
Have you ever been discharged from employment because your work or conduct was unsatisfactory? 是否曾因行为或工作不佳而被解雇?			
Have you ever been arrested or convicted in a court of law? 是否曾被捕或被法庭起诉?			
May enquiry be made to your present / previous employer regarding your qualifications and conduct? 可否向现在 / 以前之雇主查询阁下之资质品格记录?			

声明 DECLARATION

I hereby declare that the information given by me in this application for employment is true to the best of my knowledge, information and belief. I further declare that I have disclosed all the information required to be given in this application and that I have not withheld any material fact or information which may affect my application. This declaration shall, if I am employed, constitute an integral part of my contract of employment, I agree and accept that if this declaration is in any part false or incorrect, the employer may terminate my employment without notice or payment in lieu of notice.

兹正式申明本人在此职位申请表所填报之一切均属实, 我已尽全力提供我的信息, 并再次申明本人已公开此表所需提供的所有信息, 决不隐瞒真实材料或任何可能影响我录用的信息。假如我被录用, 此申明将成为本人雇佣合同所必须的组成部分, 如有隐瞒及虚报, 本人愿意接受雇主的无通知或以薪代通知的解雇处分。

Note: This application does not mean an offer of employment.

注: 该申请表并不代表雇佣。

SIGNATURE 签名

DATE 日期

FOR OFFICE USE ONLY 以下由酒店填写

	CODE NO.:	1. EXCELLENT	2. GOOD	3. AVERAGE	4. BELOW AVERAGE	5. POOR
	代码	卓越	良好	一般	较差	非常差
	CODE	REMARKS	CODE	REMARKS	CODE	REMARKS
	代码	备注	代码	备注	代码	备注
GROOMING 仪容仪表						
ATTITUDE & PERSONALITY 态度&性格						
ELOQUENCE/ LANGUAGE 语言表达						
MOTIVATION 主动性						
JOB KNOWLEDGE 职业知识						
CAREER AMBITIONS / TALENT POTENTIAL 职业目标/发展潜力						
DATE AVAILABLE/ NOTICE PERIOD 预计到岗日期						
EXPECTED SALARY 预期薪水						
INTERVIEW ON 面试日期						
SIGNATURE 面试官签字						

1、Current or last employer's name 现在所任职或刚离职公司名称 _____

Telephone No 电话. _____ Current position or last position 现任或离职职位 _____

Reason for leaving 离职原因 _____ Date start 起始时间 _____ Date finish 终止时间 _____

Interviewee's Name 被调查人姓名 _____ Position 职位 _____

Interviewee's Comments 调查意见 _____

2、Current or last employer's name 现在所任职或刚离职公司名称 _____

Telephone No 电话. _____ Current position or last position 现任或离职职位 _____

Reason for leaving 离职原因 _____ Date start 起始时间 _____ Date finish 终止时间 _____

Interviewee's Name 被调查人姓名 _____ Position 职位 _____

Interviewee's Comments 调查意见 _____

Interviewer
调查者: _____

Position
职位: _____

Signature / Date
签名 / 日期: _____

Comments of HR: Please state whether you do or do not recommend this applicant for the position applied and provide your comments / reasons in the space below.

人力资源部意见:请说明您是否同意此录用, 并在下列空白处提出您的意见或理由。

Yes 同意

No 不同意