

**求 职 申 请 表**

Application Form

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| **申请职位：**  **Intended Post**  **工作性质： 专职 兼职 任意**  **Category □ Full Time □ Either**  **□ Part Time**  **最低薪资要求（含福利）： 可到岗日期：**  **Min Salary（Welfare Included） Date Available** | | | | | | | | **近期照片Recent Photo** | |
| **个人资料 General Information** | | | | | | | | | |
| **姓 名**  **Name** |  | **性 别**  **Sex** |  | **民 族**  **Nationality** |  | **籍 贯**  **Native Place** |  | | |
| **出生日期**  **Date of Birth** |  | **婚姻状况**  **Marital Status** |  | **政治面貌**  **Political**  **Affiliation** |  | **身 高**  **Height** | **cm** | | |
| **最高学历**  **Record of Schooling** |  | **学位**  **Academic Degree** | |  | | **职 称**  **Title of Professional Post** | | |  |
| **住 址**  **Address** |  | | | **身份证号码**  **ID Number** | |  | | | |
| **电 话**  **Phone** |  | | | **电子邮箱**  **E-mail** | |  | | | |
| **家庭状况 Family Information** | | | | | | | | | |
| **家庭成员**  **Family Member** | **姓名**  **Name** | **地址/职业/职位**  **Adress/Occupation/Position** | | | | **联系电话**  **Telephone** | | | |
| **父亲Father** |  |  | | | |  | | | |
| **母亲Mother** |  |  | | | |  | | | |
| **配偶Spouse** |  |  | | | |  | | | |
| **子女Children** |  |  | | | |  | | | |
| **教育/培训程度Education/Training Background** | | | | | | | | | |
| **学校/机构名称**  **School/Organization** | **从 From** | **至 To** | **专业 Sprcialty** | | | **学位**  **Degree** | | **证书**  **Certificate** | |
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| **语言水平 Language Proficiency** | | | | | | | | | |
|  | **会话Speaking** | | | **阅读Reading** | | | **写作Writing** | | |
|  | **良好**  **Good** | **一般**  **Fair** | **差**  **Poor** | **良好**  **Good** | **一般**  **Fair** | **差**  **Poor** | **良好**  **Good** | **一般**  **Fair** | **差**  **Poor** |
| **普通话**  **Mandarin** |  |  |  |  |  |  |  |  |  |
| **英语**  **English** |  |  |  |  |  |  |  |  |  |
| **其他语言**  **Other Languages** |  |  |  |  |  |  |  |  |  |

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| **技巧与技能 Skills& Abilities** | | | | | | | | |
| **□电脑操作 Computer Operation** | | | **□ 驾驶执照 Driving License** | | | | **□ 其他 Others** | |
| **工作经历 Employment Record** | | | | | | | | |
| **以前单位名称**  **Name of Previos Unit** | **从**  **From** | **至**  **To** | **职位**  **Position** | **离职原因**  **Excuse for Quitting** | | **是否已解除劳动关系**  **Contract Renounced?** | | **证明人及电话**  **Reference&Phone** |
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| **曾获科研、学术成果 Academic Studies and Researches** | | | | | | | | |
| **日期**  **Date** | **单位名称**  **Name of Previous Unit** | | **科研/学术成果**  **Scientific/Academic Achievement** | | | **所获奖项**  **Awards** | | **证明人及电话**  **Reference&Phone** |
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| **兴趣与爱好Interests& Hobbies** | | | | | | | | |
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| **其他资料 Other Information** | | | | | | | | |
| **在相关处以“V”表示**  **Mark with a "V" in the right colum** | | | | **是**  **Yes** | **否**  **No** | **如有，请说明详情**  **State the nature,if there is any** | | |
| **曾否因为违反法律行为而被判刑或劳动教养**  **have you ever been convicted of a crime?** | | | |  |  |  | | |
| **曾否患有严重疾病、受伤或接受手术治疗**  **Have you ever suffered any serious injuries,illness or**  **had an operation?** | | | |  |  |  | | |
| **是否愿意接受加班或工作调动**  **Ready to work overtime or accept possible post shift?** | | | |  |  |  | | |
| **紧急情况下的联系人 Person to be Notified in Case of Emergerncy** | | | | | | | | |
| **关系**  **Relationship** | | **姓名**  **Name** | | **地址**  **Adress** | | | **联系电话**  **Telephone** | |
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| **承诺 Promise：** |
| **本人在该申请书中所填写的一切均属实且准确。如有隐瞒或虚报，自愿接受立即解雇之处分并承担相应责 任。本人授权调查上述资料的真实性。** |
| **The information provided by me in this application form is ture.Any false statement or dishonest answer to any qustions is sufficient for immdiate termination.I also authorize investigatio of the above inforamtion for the purpose of verfication.** |

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| **申请人签名** |
| **Applicant's Signature:** |

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| **日期：** |
| **Date** |