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| 工作期望 Job Expectation | | | | | |
| 申请职位  Job Title: |  | | |  | 近期照片  Recent Photo |
| 岗位类别  Category: |  | | |  |
| 工作性质  Type of Job: | 长期工作  □ Permanent | 短期工作  □ Temporary | 任意  □ Any |  |
| 最低薪金  Min. Salary: |  | | 每月  Per Month |  |
| 可工作日起  Date Available: |  | | |  |

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| 个人资料 General Information | | | | | | | |
| 中文姓名  Chinese Name: |  | 英文姓名  English Name: |  | | | | |
| 出生日期  Date of Birth: |  | 婚姻状况  Marital Status: |  | | 性别  Sex: |  | |
| 家庭住址  Address: |  |  |  | | 邮政编码  Zip Cord: |  | |
|  |  | 身高  Height |  | 厘米  Cm | 体重  Weight |  | 公斤  Kg |

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| 家庭状况 Family Status | | | |
| 家庭成员  Family Member: | 姓名  Name: | 职业/职位  Occupation/Position | 联系电话  Telephone |
| 父亲  Father: |  |  |  |
| 母亲  Mother: |  |  |  |
| 配偶  Spouse: |  |  |  |
| 子女  Children: |  |  |  |

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| 教育程度 Education | | | | | | |
|  | 学校名称  Name of School | 期间Duration | | 专业Specialty | 学位  Degree | 是否毕业  Graduated?(Y/N) |
| 从From | 至To |
| 目前就读  Present Studies |  |  |  |  |  |  |
| 大学  University |  |  |  |  |  |  |
| 大专  College |  |  |  |  |  |  |
| 高中  High School |  |  |  |  |  |  |
| 其它  Others |  |  |  |  |  |  |

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| 语言水平 Language | | | | | | | | | |
|  | 会话Spoken | | | 阅读Reading | | | 书写Written | | |
| 良好  Good | 一般  Fair | 略懂  Poor | 良好  Good | 一般  Fair | 略懂  Poor | 良好  Good | 一般  Fair | 略懂  Poor |
| 英语  English |  |  |  |  |  |  |  |  |  |
| 日语  Japanese |  |  |  |  |  |  |  |  |  |
| 韩国语  Korean |  |  |  |  |  |  |  |  |  |

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| 技巧与技能 Skills & Abilities | | |
| □ 微机打字Word Typing | □ 档案管理 Filing | □ |
| □ 电脑操作Computer Operation | □ 收 款 机 Cashier Register | □ |
| □ 驾驶执照Driving License | □ |  |
| □ 紧急抢救First Aid | □ |  |

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| 工作经历Employment Record | | | | | |
| 以前公司名称  Name of Previous Company | 期间Period | | 职位  Position | 最后薪水  Last Salary | 离职原因  Reason For Leaving |
| 从Form | 至To |
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| 证明人 Reference | | | |
| 姓名  Name | 职业  Occupation | 地址  Address | 联系电话  Telephone |
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| 兴趣与爱好 Interests & Hobbies |
| 请列举阁下之兴趣与爱好  Please list your hobbies & interests: |

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| 其它资料 Other Information | | | |
| 在相关处以“V”表示  Mark with a “V” in the right collum | 是  Yes | 否  No | 如有，请说明详情  State the nature, if any |
| 曾否因行为或工作不佳而被辞退  Have you ever been dismissed because your conduct or unsatisfactory performance? |  |  |  |
| 曾否因违反法律行为而被判刑或劳动教养  Have you ever been convict4d 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 operation? |  |  |  |
| 是否愿意接受公司对仪容仪表方面的要求  Are you willing to obey the rules concerned you appearance? |  |  |  |

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| **宣言 DECLARATION:**  **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。本人授权调查上述资料的真实性。**  **All the information provided by me in this application form are true and correct. Any false statement or dishonest answer to any questions is sufficient for immediate termination. I also authorize investigation of the above information for the purpose of verification.** |

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| 申请人签名  Applicant’s Signature: |  | 日期  Date: |  |

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| 联系方式 Contact Information | | | | | |
| 家庭电话  Home Phone: |  | | 工作电话  Work Phone: |  | |
| 电子邮件  E-mail: |  | |  |  | |
| 紧急情况下的联系人 Person to Be Notified in Case of Emergency | | | | | |
| 关系  Relationship | 姓名  Name | 地址  Address | | | 联系电话  Telephone |
|  |  |  | | |  |