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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 |
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