**求职申请表**

**EMPLOYMENT** **APPLICATION** **FORM**

工号：

NO.

|  |  |
| --- | --- |
| 申请职位  APPLIED POSITION | 可上班日期  DATE AVAILABLE |
| 期望工资  EXPECTED SALARY | 宿舍要求  DORMITORY REQUISITION |
| 介绍人  INTRODUCER | 与介绍人关系  RELATIONSHIP |

**个人资料** **PERSONAL** **DATA**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  NAME | |  | 英文名  ENGLISH NAME | | | | 照片  RECENT  PHOTO |
| 性别  GENDER | 年龄  AGE |  | 出生年月  DATE BIRTH | | | |
| 身高  米 M  HEIGHT | 体重  WEIGHT | 公斤  KG | 婚姻状况  MARITAL STATUS | | | |
| 民族  ETHNIC GROUP | 籍贯  NATIVE PLACE |  | 政治面貌  POLITICAL STATUS | | | |
| 身份证号码  ID CARD NO. | |  | 本人联系电话  TELEPHONE NO. | | | | |
| 户口所在地详细地址  DETAILED ADDRESS OF REGISTERED RESIDENCE | | 省 PROVINCE | | 市 CITY | 区 （县）  COUNTY | 街 （路） 号  STREET NUMBER | |
| 上海联系地址  HOME ADDRESS IN SHANGHAI | |  | | | | | |
| 是否亲属或朋友在本酒店  ANY RELATIVES OR FRIENDS WORK IN OUR HOTEL? | | 是/否  YES/NO? | | 姓名/何部门  NAME/DEPARTMENT? | | | |

**学历背景** **AVADEMIC** **BACKGROUND**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 学历  EDUCATION | | 学校名称  NAME OF SCHOOL | 由  FROM  月/年 MONTH/YEAR | 至  TO  月/年 MONTH/YEAR | 获得证书  CERTIFICATE  ATTAINED |
| 初中  MIDDLE SCHOOL | |  |  |  |  |
| 高中 、 职高 、 中专  HIGH SCHOOL/TECHNICAL  SCHOOL/JUNIOR COLLEGE | |  |  |  |  |
| 大专 应届¨ 往届¨  COLLEGE FRESH PREVIOUS | |  |  |  |  |
| 大学 应届¨  UNIVERSITY FRESH | 往届¨  PREVIOUS |  |  |  |  |
| 专业训练  PROFESSIONAL TRAINING | |  |  |  |  |
| 短期培训  SHORT -TERM TRAINING | |  |  |  |  |

**工作经历** **EMPLOYMENT** **HISTORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 请从现任职位开始顺序列出以往所有之任职资料 ， 请务必如实填写 ， 我们将对其进行核实。  PLEASE LIST OUT ALL OF YOUR EMPLOYMENT HISTORY STARTING FROM THE PRESENT POSITION. PLEASE MAKE SURE ITS TRUTH.WE WILL CHECK IT. | | | | | | |
| 由 FROM | 至  TO | 工作单位及地址  NAME&ADDRESS OF  EMPLOYER | 单位电话  TELEPHONE OF  EMPLOYER | 职位  POSITION | 离职原因  REASONS FOR  LEAVE | 证明人  CERTIFIER |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

|  |
| --- |
| 爱好及兴趣  HOBBY AND INTEREST |

**语言能力** **LANGUAGE** **ABILITY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 语言 LANGUAGE | 讲 **SPOKEN** | | | 读 **READ** | | | 写 **WRITTEN** | | |
| 良好  GOOD | 普通 AVERAGE | 略懂  FAIR | 良好  DOOD | 普通 AVERAGE | 略懂  FAIR | 良好  GOOD | 普通 AVERAGE | 略懂  FAIR |
| 英语  ENGLISH |  |  |  |  |  |  |  |  |  |
| 国语 MANDARIN |  |  |  |  |  |  |  |  |  |
| 粤语 CANTONESE |  |  |  |  |  |  |  |  |  |
| 其他语种  OTHERS |  |  |  |  |  |  |  |  |  |

**专业技能** **、** **职称及相关资格证书** **TECHNICAL** **TITLE** **AND** **RELATED** **QUALIFICATION** **CERTIFICATE**

|  |  |  |
| --- | --- | --- |
| 何种技能 、 职称 、 资格上岗证  TITLE&CATEGORY OF CERTIFICATE | 获证日期  ISSUE/DATE | 发证机构  ISSUED BY |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**家庭成员** **FAMILY** **MEMBERS**

**请务必如实填写，** **我们对其进行核实** **（PLEASE** **MAKE** **SURE** **ITS** **TRUTH,WE** **WILL** **CHECK** **IT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名  NAME | 关系  RELATIONSHIP | 年龄  AGE | 详细住址及电话  DETAILED ADDRESS AND TELEPHONE NO. | 职业  OCCUPATION |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**联络人** **CONTACT**

|  |  |
| --- | --- |
| 姓名  NAME | 联系电话  TELEPHONE |
| 关系  RELATIONSHIP | 工作单位  WORKING UNIT |
| 单位地址及电话  WORKING UNIT ADDRESS AND TELEPHONE NO. | |
| 家庭详细住址及电话  DETAILED ADDRESS AND TELEPHONE NO. | |

**健康状况** **HEALTH** **STATUS**

|  |  |  |
| --- | --- | --- |
| 是/否需要带眼镜  NEED/DO NOT NEED TO WEAR SPECTACLES | 度数  DEGREE | |
| 是/否显著特征或疤痕 ， 是/否曾患上重病或动过手术  HAVE/DO NOT HAVE SIGNIFICANT MARK OR SCAR HAVE/DO NOT HAVE SEVERE SICKNESS OR OPERATION BEFORE | | 如有 ， 请注明  IF SO,PLEASE SPECIFY |
| 是/否持有健康证明  证件号 CERTIFICATE NO.  HAVE/NO NOT HEATH CERTIFICATE | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 是 ， 有  YES | 否  NO | 倘若答复为“是” ， 请详细说明 IF SO,PLEASE GIVE PARTICULARS |
| 曾否因工作不力或品行不佳被解聘？  HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT  BECAUSE YOUR WORK OR CONDUCT WAS NOT  SATISFACTORY? |  |  |  |
| 有否收取退休金或意外赔偿等？  HAVE YOU RECEIVED ANY OTHER INCOME SUCH AS  RETIREMENT PAY,COMPENSATION FOR INJURIES,ETC? |  |  |  |
| 有否吸毒史 ， 刑事拘留 ， 服刑记录？  HAVE YOU EVER ILLICIT DRUGS,CRIMINAL DETENTION,  PRISON RECORD? |  |  |  |
| 可否查询阁下的工作经历 ， 家庭背景及品格记录 ， 并不会对任何公司或团体透露资料而起 诉  MAY ENQUIRY YOUR EMPLOYMENT HISTORY,FAMILY  BACKGROUND AND CHARACTER?AND YOU HEREBY RELEASE  ANY PER -SON,FIRM OR INSTITUTION OF ALL LIABILITY FOR  ANY DAMAGE WHATSOEVER ISSUED FOR INFORMATION. |  |  |  |
| 有否加入工会?  ARE YOU A MEMBER OF LABOUR UNION? |  |  |  |

**声明** **DECLARATION**

|  |  |
| --- | --- |
| 本人完全了解以上资料和条款 ， 承诺以上所填内容真实 ， 提交的证件合法有效 ， 如有虚报及隐瞒 ， 愿接受立即无偿解聘之处分。  I APPLY FOR EMPLOYMET IN SUNSHINE HOTEL,SHENZHEN ON THE BASIC OF THE INFORMATION AND  CONDITIONS MENTIONED ABOVE WHICH I FULLY COMPREHEND AND COMMITMENT OF.THE ABOVE  MENTIONED CONTENT TRU.AND EFFECTIVE.A FALSE STATEMENT OR DISHONEST ANSWER TO ANY QUESTION  MAYBE GROUNDS FOR MY IMMEDIATE DISCHARGE FROM EMPLOYMENT WITH SUNSHINE HOTEL,SHENZHEN. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 申请人签名  APPLICANTS SIGNATURE |
| 日期 DATE |

日期 DATE

日期 DATE

**面试考评者填写** **FOR** **OFFICE** **USE** **ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 面试评核 INTERVIEW ASSESSMENT | | 人力行政办面试  HUMAN RESOURCES ADMINISTRATION OFFICE INTERVIEW | | | 部门面试  DEPARTMENT | | |
| 代号  CODE | | 评语  COMMENT | 代号  CODE | | 评语  COMMENT |
| 仪容仪表  APPEARANCE | |  | |  |  | |  |
| 态度  ATTITUDE | |  | |  |  | |  |
| 性格  PEERSONALITY | |  | |  |  | |  |
| 普通常识  GENERAL KNOWLEDGE | |  | |  |  | |  |
| 专业知识  TECHNICAL KNOWLEDGE | |  | |  |  | |  |
| 总评  OVERALL COMMENT | |  | |  |  | |  |
| 代号 CODE | | ACCEPTED/REJECTED  接受/否决 | | | ACCEPTED/REJECTED  接受/否决 | | |
| A. 优异 OUTSTANDING  B. 良好 GOOD | | 面试人  INTERVIEWER  日期  DATE |  | | 部门  DEPARTMENT  面试人  INTERVIEWER  日期  DATE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| C. 普通 | FAIR |
| D. 不合适 FOOR | |

**相关测试** **RELEVANT** **TEST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 项目  ITEMS | | | 应达  REQUIREMENT | 实达  ATTAINED | 考核者  ASSESSOR | 日期  DATE |
| 英语测试  ENGLISH TEST | 笔试  WRITTEN | |  |  |  |  |
| 口语  ORACY | |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 测试  OTHER |  |  |  |  |

**人力行政办填写** **FOR** **HUMAN** **RESOURCE** **USE** **ONLY**

|  |  |
| --- | --- |
| 职位  POSITION | 部门  DEPARTMENT |
| 员工职级  STAFF GRADE | 工资  SALARY |
| 入职日期  ENTRY DATE |  |

审批

APPROVED BY

————————————

部门经理

DEPARTMENT

MANAGER

————————————

|  |  |
| --- | --- |
| 人力行政办经理  HUMAN RESOURCES ADMINISTRATION | 日期 DATE |

————————————

分管领导 日期

IN CHARGE OF DATE

THE LEADERSSHIP

OFFICE MANAGER

——————————————

总经理

GENERAL