**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RECENTPHOTO |
| 性别GENDER | 年龄AGE |  | 出生年月DATE BIRTH |
| 身高米 MHEIGHT | 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CERTIFICATEATTAINED |
| 初中MIDDLE SCHOOL |  |  |  |  |
| 高中 、 职高 、 中专HIGH SCHOOL/TECHNICALSCHOOL/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 OFEMPLOYER | 单位电话TELEPHONE OFEMPLOYER | 职位POSITION | 离职原因REASONS FORLEAVE | 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 EMPLOYMENTBECAUSE YOUR WORK OR CONDUCT WAS NOTSATISFACTORY? |  |  |  |
| 有否收取退休金或意外赔偿等？HAVE YOU RECEIVED ANY OTHER INCOME SUCH ASRETIREMENT 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,FAMILYBACKGROUND AND CHARACTER?AND YOU HEREBY RELEASEANY PER -SON,FIRM OR INSTITUTION OF ALL LIABILITY FORANY 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 ANDCONDITIONS MENTIONED ABOVE WHICH I FULLY COMPREHEND AND COMMITMENT OF.THE ABOVEMENTIONED CONTENT TRU.AND EFFECTIVE.A FALSE STATEMENT OR DISHONEST ANSWER TO ANY QUESTIONMAYBE 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 OUTSTANDINGB. 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