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F/HR-02-03

**北京师范大学―香港浸会大学联合国际学院**

 **Beijing Normal University–Hong Kong Baptist University**

**United International College (UIC)**

**Notes注意:**

1. All information provided will be treated in **strictest confidence**. 所有数据将**绝对保密**。
2. You are advised to make a copy of the completed application for your own reference. 请保存填妥之申请表格以供个人参考。

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| UIC-Ref空缺编号 | Post Applied for 申请职位 | Program/Unit 专业/部门 | Date Available 可履任日期 | Expected Monthly Salary (Before Tax)期望工资（税前/月） |
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**Ia. PERSONAL PARTICULARS**  **个人资料**

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|  [ ]  Prof. [ ]  Dr. [ ]  Mr. [ ]  Ms.教授博士 先生女士 | Surname 姓氏（拼音）  | Chinese Name 中文姓名 |
| Given Name 名字（拼音或英文名） | Date of Birth出生日期 |
| Correspondence Address 通讯地址 | Off. Tel.办公室电话 |  |
|  | Res. Tel.住所电话 |  |
| E-mail电邮地址 | Mobile 手提号码 |  |
| Region所属地区 | [ ] Chinese Mainland [ ] HK/Macau/Taiwan [ ] Overseas |
| Nationality国籍 |  |
| Valid ID Document身份证件 | [ ] Chinese Identity Card 中国身份证 (No： ) |
| [ ] Mainland Travel Permit for Hong Kong/Macau/Taiwan residents 回乡证/台胞证 (No： ) |
| [ ] Foreign Passport No.外国护照 (No： ) |

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| Language Skills 语言能力 | Levels of Language Proficiency 熟练程度0 – No Proficiency 无基础;1 – Elementary Proficiency 初级水平2 – Limited Working Proficiency 基础工作水平3 – Professional Working Proficiency 专业工作水平 4 – Native 母语 |
| a. English |  |
| b. Chinese |  |
| Other Language(s) 其它语言 | c. |  |
| d. |  |

**Ib. FOR OVERSEAS APPLICANTS ONLY**  **海外申请者填写**

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| a.  | If you are currently in Chinese Mainland, what kind of visa have you obtained from the Chinese Government:台端如在中国內地，所获中国政府签发之证件为：[ ]  Employment Visa 工作签证 [ ]  Dependant Visa 家属签证 [ ]  Others 其它：  |
| b.  | Visa Reference 签证编号： |  |  |
| c. | Visa Expiry Date 签证到期日： |  |  |
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| **II. EDUCATION AND ACADEMIC QUALIFICATIONS**  **学历** |  | *For Official Use* |
| Dates 日期 (D/M/Y) (月/年) | Full Name & Location of Tertiary Institutions Attended/Attending | Field of Study | *Abbreviation* 学位缩写*e.g. BA,MA,PhD* | Qualifications Obtained*(Pls. indicate the abbreviation before description)* | Date of Award(M/Y) | Copy Verified |
| From由 | To 至 | 曾/现就读院校名称及地址 | 修读范围 | 所得资格/文凭/学位 | 颁授日期(月/年) | 已核对副本 |
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**III. PROFESSIONAL TRAININGS**  **专业培训**

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| Dates 日期(D/M/Y) (月/年) | Name of Training培训名称 | Name & Address or Organization培训机构名称及地址 | Qualification obtained所得资格/证书 |
| From 由 | To 至 |
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**IV. PROFESSIONAL QUALIFICATIONS**  **专业资格**

 Membership obtained from professional association or public examination

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|  由专业学会或公开考试获得之会员资格 | *For Official Use* |
| Name of Association/Professional Institution学会/专业机构名称 | Professional Title专业名衔 | Level Attained, if applicable认可程度/资格 | Means of AttainingX: By ExaminationE: By ElectionS: By Subscription | Date of Conferred (M/Y) (月/年)颁授日期 | Copy Verified已核对副本 |
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**V. MAJOR RESEARCH WORK/PUBLICATIONS**  **主要研究计划/著作**

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| Applicants applying for ***academic*** or ***research*** position, please attach a **publication list**, stating the followings:-若申请**教学**或**研究**职位，请附上**研究计划/著作名单**，列出以下各项：-1. Title of Publication 研究/著作名称
2. Date/Place of Publication 出版日期及地点
3. Publisher 出版商

Applicants are also requested to send in samples of publications, preferably three best ones out of the most recent publications.申请人需附上最近的三个研究计划/著作样本 |

**VI. WORK EXPERIENCE**  **工作经验**

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| Dates 日期 (D/M/Y) | Name of Organization/Employer | Position Held | F.T./P.T. | Nature of Work/Duties |
|  From 由  |  To 至 | 工作机构/雇主名称 | 职位 | 全/兼职 | 工作性质/职责 |
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**VII. DETAILS OF PRESENT/LAST EMPLOYMENT**  **现职/近职资料**

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| Present/Last Basic Monthly Salary (Before Tax) 现职/近职之每月基本薪金（税前）： |  |
| Other Allowances/Bonus and Benefits 其它津贴/花红及福利： [ ]  Medical 医疗 [ ]  Housing 房屋 [ ]  Gratuity 奖金 |
|  |
| [ ] Superannuation/Provident Fund 公积金 [ ]  Bonus 花红： % of Salary [ ]  Others 其他  |
| Next Incremental Month增薪月份： |  |
| Notice Period Required for Resignation 现职离职通知期： |  |
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| Have you ever served in BNU-HKBU United International College? 你曾否在UIC服务? | [ ]  Yes有 |  | [ ]  No否 |
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| If yes, please state period of service 若有，请列明任职年期: |  |

1. **REFERENCES**  **咨询人资料**

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|  | In the event of an offer of appointment, the College will approach your employer to confirm details of your present/last employment. Please provide the particulars of your present/last supervisor and HR contact person below:若准备录用台端，学院将须咨询台端现任/最近之直属上司及人事，请详列联络人之有关资料： |
|  | Present/Last Supervisor 现任/最近之直属上司 |
|  | Name 姓名 |  |  | Position 职位 |  |  |
|  | Organization 机构 |  |  | Telephone 电话 |  |  |
|  | E-mail 电邮地址 |  |  | Fax 传真 |  |  |
|  | Address 地址 |  |  |
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|  | HR Contact Person 人力资源处联系人 |  |
|  | Name 姓名  |   |  | Position 职位  |  |  |
|  | Organization 机构 |   |  | Telephone 电话  |  |  |
|  | E-mail 电邮地址 |  |  | Fax 传真 |  |  |
|  | Address 地址 |  |  |
|  |
|  | **Note:**  | **You will be duly informed before we approach the above references.** |
|  |  | **学院在咨询台端现任/最近之雇主前，将事先通知台端**。 |
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1. **SOURCE**  **信息来源**

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| Please choose or indicate where you saw the position advertised or where you heard about the position:请选择或注明你是从哪里看到或听到关于这个职位的招聘信息： |
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| --- | --- | --- | --- |
| [ ]  UIC Official Website | [ ]  UIC HRO Platform | [ ]  LinkedIn | [ ]  Chronicle |
| [ ]  jobs.ac.uk | [ ]  The Unijobs | [ ]  HigherEdJobs | [ ]  Gaoxiaojob 高校人才网 |
| [ ]  51job前程无忧 | [ ]  Zhaopin.com 智联招聘 | [ ]  Liepin猎聘网 |  |
| [ ]  Others, please specify (e.g. internal referral) 其他，请列出： |  |

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1. **DECLARATION 声明**

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| I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Beijing Normal University-Hong Kong Baptist University United International College (UIC) to contact my personal referees as provided in Section VIII above to comment on my suitability for the post applied for.本人特此声明上述数据正确无讹，并明白任何故意之虚报声明将有可能导致本人被实时解雇。本人同意北京师范大学―香港浸会大学联合国际学院向上述两位咨询人士咨询有关本人之学历或专业经验作为此次申请之参考。 |
|  |
| Date 日期 |  |  | Signature 签名 |  |  |
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\*\*\* Thank you for your cooperation \*\*\*

\*\*\* 多 谢 合 作 \*\*\*