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**职位申请表**

Application For Employment

**申请日期(年/月/日)**

Date of Application**:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. 个人资料 Personal Date** | | | | | | | |
| **中文姓名**  Chinese Name |  | | **英文名**  English Name | |  | **性别**  Gender |  |
| **籍贯**  Native Place |  | | **民族**  Nationality | |  | **身份证号**  ID Number |  |
| **职称**  Positional Title |  | | **邮箱**  E-mail | |  | **户口所在地**  Permanent Address |  |
| **政治面貌**  Politics Status |  | | **电话**  Tel. | |  | **家庭住址**  Home Address |  |
| **参加工作日期**  Date of Starting work |  | | **最早可上班日期**  Date Available to Start | |  | **爱好及特长**  Hobbies & Specialty |  |
| **住校**  Stay in School | **□是**Yes  **□否**No | | **交通工具**  transportation | | **□自驾**Drive  **□班车**Shuttle Bus | **婚姻状况**  Marital Status | **□未婚**Unmarried  **□已婚**Married  **□离异**Divorce |
| **申请部门/职位**  Dept./Position Applied for | | 第一选择  1st Choice | |  | | 第二选择  2st Choice |  |

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| **2. 教育背景 Education Background** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育背景**  Education Background | | | | | **学校名称**  Name of School | | | | | | | | | | | | | | **时间(年/月)** Period | | | | | | | | | | **专业**  Major | | | | | | | | | **所获学位或证书**  Qualification Attained | | | | | |
| **由**From | | | | | **至** To | | | | |
| **博士**  Ph. D. | | | | |  | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | | | | |  | | | | | |
| **研究生**  Master | | | | |  | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | | | | |  | | | | | |
| **专业学院或大学**  College or University | | | | |  | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | | | | |  | | | | | |
| **中学/中专**  High School | | | | |  | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | | | | |  | | | | | |
| **3. 语言 (用‘√’作为标记 ) Languages（Mark with a '√')** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **语言能力**  Language Ability | | | | | | | | | **听力**  Listening Comprehension | | | | | | | | | | | | | | **口语**  Spoken | | | | | | | | | | | | | **阅读、翻译及写作**  Reading，Translation & Written | | | | | | | |
| **良好**  Good | | | | | **一般**  Fair | | | | **较差**  Poor | | | | | **良好**  Good | | | | | **一般**  Fair | | | **较差**  Poor | | | | | **良好**  Good | | | | **一般**  Fair | | | **较差**  Poor |
| **普通话**Mandarin | | | | | | | | |  | | | | |  | | | |  | | | | |  | | | | |  | | |  | | | | |  | | | |  | | |  |
| **英语** English | | | | | | | | |  | | | | |  | | | |  | | | | |  | | | | |  | | |  | | | | |  | | | |  | | |  |
| **其它请注明** Others： | | | | | | | | |  | | | | |  | | | |  | | | | |  | | | | |  | | |  | | | | |  | | | |  | | |  |
| **4. 工作记录（从你最近的工作职位和背景写起）Work Duration ( Start From Your Recent Position And Background )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **单位名称**  Name of Employer | | | | | | **部门及职务**  Department Title & Position | | | | | | | | | **任期（年/月）** Duration | | | | | | | | | **月薪（税前）**  Salary (Gross) | | | | | | | **联系电话**  Telephone Number | | | | | | | **离职原因**  Reasons for Leaving | | | | |
| **由** From | | | | | **至**To | | | |
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| **5. 家庭主要成员及职业 Family Members & Occupation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名**  Name | | | **关系**  Relationship | | | | | | | **年龄**  Age | | **公司/单位名称**  Company Name | | | | | | | | | | | | | | | | | | | | **职务**  Position | | | | | | **联系电话**  Telephone No. | | | | |
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| **6. 紧急情况联系人（请填写一至两位亲属） Emergency Contact ( Less than 1-2 Relatives )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名**  Name | | **关系**  Relationship | | | | | | | **电话**  Tel. | | | | | | | **地址**  Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. 你是否有亲属在新丝路集团内单位工作？**  **Do You Have Any Relatives Working In This Institute?** | | | | | | | | | | | | | | | | | | | | | **□ 是** Yes **□ 无**No | | | | | | | | | | | | | | | | | | | | | |
| **相关者姓名**  Name of Relatives | | | | | | | **关系**  Relationship | | | | | | | | | | | | | | **职位**  Position | | | | | | | | | | | | | | | **部门/分部门**  Division/Department | | | | | | |
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| **8. 你是如何得到我们学院的招聘消息？ How Did You Get The Recruitment Information Of Our College?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **□ 上门求职**Walk-in | | | | | **□ 学院网站**College Website **□ 微信朋友圈** WeChat  **□ 智联招聘** www.zhaopin.com  **□ 其它** Others | | | | | | | | | | | | | | | | | | | | | | | | **□ 熟人推荐**Referral | | | | | | | | | **□ 招聘会**Job Fair | | | | |
| **9. 待遇状况 Compensation Status** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **您目前的待遇状况**  Your Current C&B | | | | | | | | | | | **基本工资**  Basic Salary | | | | | | | | **津贴**  Allowances | | | | | | | **奖金**  Bonus | | | | | | | **年收入**  Annual Total | | | | | | | **其他**  Other | | |
|  | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |  | | |
| **您所期望的待遇状况 (税前)**  Your Expectation (Before Tax) | | | | | | | | | | | **月工资总额**  Monthly Total Salary | | | | | | | | **津贴**  Allowances | | | | | | | **奖金**  Bonus | | | | | | | **年收入**  Annual Total | | | | | | | **其他**  Other | | |
|  | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |  | | |
| **10. 以下归国人员填写 For Expats & Returnee Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **国籍**  Nationality | **"是否具有国外永久居留权"**  Whether have the right of permanent residence abroad | | | | | | | | | | | | | **国内户口是否注销**  The domestic household registration Status | | | | | | | | | | | **护照号码**  Passport No. | | | | | | | | | **签证有效期**  Expiration of Visa | | | | | | | **签证类型**  Type of Visa | |
|  |  | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | |  | | | | | | |  | |

**宣言 DECLARATION**

**有关本人在此职位申请表上所填写之一切均真实及正确，如有虚假夸大之言，本人自愿接受海南东方新丝路职业学院立即解雇之处分。**

**Everything I have filled in this job application form is true and correct. If there is any false or exaggerated statement, I voluntarily accept the punishment of immediate dismissal from Hainan Oriental New Silk Road Vocational College.**

**感谢您来海南东方新丝路职业学院应聘。我们会为您的应聘资料保密，并公平对待每位应聘人员。您的应聘资料皆为复印件，故不退还。**

**All applications will be treated with confidentiality and fairness. Thank you for your interest in Hai Nan Dong Fang New Silk Road Vocational College. Your application documents are photocopies and will not be returned.**

**签名（正楷）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期(年/月/日)：\_\_\_\_年\_\_\_月\_\_\_\_日**

Signature (Printed Name)  Date (Y/M/D)