**三亚中瑞酒店管理职业学院·职位申请表**

**Hospitality Institute of Sanya**

**APPLICATION FOR EMPLOYMENT**

**申请日期(年/月/日)**

**Date of Application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **No.**

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| **1. 个人资料 PERSONAL DATA**  |
| **中文姓名****Chinese Name** |  | **英文名****English Name** |  | **申请部门/职位****Dept./Position****Applied for** | 第一选择**1st Choice** |  |
| 第二选择2nd Choice |  |
| **性别****Gender** |  | **身高/体重****Height/Weight** |  |
| **最早可上班日期****Date Available** **to Start** |  |
| **籍贯****Native Place** |  | **民族****Nationality** |  | **身份证号****ID Number** |  |
| **宗教信仰****Religion** |  | **电话****Tel.** |  | **户口所在地****Permanent Address** |  |
| **政治面貌****Politics Status** |  | **邮箱****E-mail** |  | **常住住址****Home Address** |  |
| **入党日期****Date of Joining the Party** |  | **住校****Stay in School** | **□是 □否** | **婚姻状况****Marital Status** | **□未婚 □已婚 □离异** |
| **职称(获取时间)****Positional Title** |  | **参加工作日期****Date of work** |  |
| **爱好及特长****Hobbies and Specialty** |  | **档案存放地****Location of Archive** |  |

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| **2. 自我介绍（200-300字） SELF-INTRODUCTION** |
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| **3. 教育背景 EDUCATION BACKGROUND**  |
| **教育背景****Education Background** | **学校名称及地址****Name of School** | **时间(年/月) Period** | **专业****Major** | **学习形式及****学制****Educational System** | **学历以及学位****Degree and Diploma** |
| **博士****Ph. D.** |  |  |  |  |  |
| **研究生****Master** |  |  |  |  |  |
| **专业学院或大学****College or University** |  |  |  |  |  |
| **高中/中专****High School** |  |  |  |  |  |

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| **4. 证书 QUALIFICATION ATTAINED** |
| **名称Name**  |  | **获取时间Date** |  |
| **名称Name** |  | **获取时间Date** |  |

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| **5. 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** |  |  |  |  |  |  |  |  |  |
| **英语证书及分数English certificate and Mark** |  |

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| **6. 工作记录（从你最近的工作职位和背景写起）**  **EMPLOYMENT RECORD (Start with your present position and work back)** |
| **单位名称****Name of Employer** | **部门及职务****Department, Title & Position** | **起止时间段(年/月)****Duration** | **月薪(税前)****(gross)****Salary** | **单位联系电话** **Telephone Number** | **离职原因****Reasons for****Leaving** |
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| **工作内容及业绩** |
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| **工作内容及业绩** |

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| **7. 证明人**（请列举两位与工作相关的背景调查联系人） **REFERRALS (provide two concerned person on job for reference check)** |
| **姓名****Name** | **职务****Position** | **工作单位****Company** | **联系电话****Tel. Number** | **邮箱****E-mail** | **相互关系****Relation** |
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| **8. 科研成果 SCIENTFIC RESEARCH ACHIEVEMENTS** |
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| **9. 家庭主要成员及职业 FAMILY MEMBERS & OCCUPATION （直系亲属必填）** |
| **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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| **10. 紧急情况联系人IN CASE OF EMERGENCY NOTIFY** |
| **姓名Name**  |  | **关系Relationship** |  |
| **地址Address**  |  | **电话Tel.**  |  |
| **姓名Name**  |  | **关系Relationship** |  |
| **地址Address**  |  | **电话Tel.**  |  |

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| **11. 你是否有亲属在我院工作？ □ 是 □ 无** **DO YOU HAVE ANY RELATIVES WORKING IN THIS INSTITUTE? Yes 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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| **12.** 用“√”作为标记  **MARK WITH A '√'**   |
|  | **□是****Yes** | **□否****NO** | **□备注****Remarks** |
| **1. 你是否需带眼镜？ 度数：\_\_\_\_\_\_\_\_\_\_\_**  **Do you wear glasses? Degree**  |  |  |  |
| **2. 你是否有显著的特征或疤痕？**  **Do you have significant scar?**  |  |  |  |
| **3. 你近两年来是否患上重病或曾动过手术？如果有，请详细说明。**  **Have you taken operation or been serious ill in the past two years? If yes, please give details.** |  |  |  |
| **4. 你是否怀孕？**  **Are you pregnant?**  |  |  |  |
| **5. 你是否接触过毒品？**  **Are you involved in any kind of drug abuse?**  |  |  |  |
| **6. 在你的工作生涯中，是否曾因过失或表现不佳而被处分？** **Have you ever been disciplined due to misconduct or poor performance in the past career?**  |  |  |  |
| **7. 在你的工作生涯中，是否曾因过失或表现不佳而被解聘？** **Have you ever been dismissed due to misconduct or poor performance in the past career?**  |  |  |  |
| **8. 你是否愿意学院对你现在或原来的工作单位进行工作情况和品质的背景调查？** **May inquiry be made from your present or previous employers regarding your qulifications and character?** |  |  |  |
| **9. 你是否在上一家公司/单位中签署过‘竞业限制协议’？**  **Did you sign the 'Competition Restriction' in your previous company?**  |  |  |  |
| **10. 你是否已与目前这家公司解除了劳动/劳务关系？**  **Have you released labor contract/agreement with your present company?**  |  |  |  |

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| **13. 你是如何得到我们学院的招聘消息？ APPLICATION FOR POSITION BY** |
| **上门求职** | **网络广告 Hiring Websites** | **熟人推荐** | **招聘会** |
| * **Walk-in**
 | * **学院网站 □ 微信朋友圈 □ 智联招聘 □ 其它**
 | * **Referral**
 | * **Job Fair**
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| **14. 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** |
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| **您所期望的待遇状况**  **(税前)** | **月工资总额****Monthly Total Salary** | **其他****Other** | **年收入****Annual Total** |
| **Your Expectation** **(before tax)** |  |  |  |  |

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| **15. 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"****"是否具有国外永久居留权"** | **国内户口是否注销****Hu Kou Status** | **护照号码****Passport No.** | **签证有效期****Expiration of Visa** | **签证类型****Type of Visa** |
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**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，本人自愿接受三亚中瑞酒店管理职业学院立即解雇之处分。**

**The statement made by me in this application are true, complete and correct. False statements or dishonest answer to any question may be ground for my immediate discharge from employment forthwith.**

**感谢您来三亚中瑞酒店管理职业学院应聘。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 The Hospitality Institute of Sanya. As your referenc**es **are duplicated hard copy, so it won't be returned.**

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

**Signature (printed name) Date (D/M/Y)**