



No.

CCCC SECOND HARBOUR ENGINEERING LOGISTICS DEVELOPMENT CO., LTD
 中交二航局物流发展有限公司

Employment Application

职位申请表

近照
 Please attach
 Photo Here

Instruction:

填表须知:

1. Please fill up form in detail and neatly, it will be kept as a personal record if you are employed.
 请务必以正楷笔记填写此申请表，如被录用此表将归入个人档案。
2. Please attach your copies of certificates/testimonials with this form. Originals are required for verification.
 证书/证明的复印件应附在申请表后，原件在面试时核实。
3. Please sign and date your application.
 完成此表后请签上姓名及填表日期。

<input type="checkbox"/> Permanent 正式工 <input type="checkbox"/> Part time 临时工 <input type="checkbox"/> Trainee 实习生 <input type="checkbox"/> Retirees/ Re-employment 退休/ 返聘 <input type="checkbox"/> Other 其它	First Choice 第一选择:	Expected Salary(Gross)期望薪资:
	Second Choice 第二选择:	Expected Salary(Gross) 期望薪资:
	Current Position 第三选择:	Expected Salary(Gross) 期望薪资:
	Date Available to Start 可上任日期:	Work location 可接受工作地点: <input type="checkbox"/> Wuhan only 仅限武汉 <input type="checkbox"/> China only 仅限国内 <input type="checkbox"/> No limit 不限

Personal Information 申请者个人信息

Name: 姓名		ID No.: 身份证号码				
Gender: 性别	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Hometown: 籍贯	Nationality: 民族	Political Status: 政治面貌	Hukou: 户口	<input type="checkbox"/> Urban 城镇 <input type="checkbox"/> Rural 农村
Date of Birth: 出生日期	Education Level: 文化程度	Marital Status: 婚姻状况		<input type="checkbox"/> Single 未婚	<input type="checkbox"/> Married 已婚	<input type="checkbox"/> Divorced 离异
Home Tel No.: 家庭电话	Mobile No.: 手机	E-mail: 电子邮箱				
Permanent Address: 户口所在地					Post Code: 邮编	
Current Address: 目前居住地址					Post Code: 邮编	

Experience 工作经历 (Starting with the latest job 请由最近的开始填写)

Company Name 公司名称	From 从何时	To 至何时	Position 所任职位	Salary 薪金	Reasons for leaving 离职原因	Reference & Contacts 证明人及联系方式
1.						
2.						
3.						
4.						
5.						

Starting time of first employment:
第一份工作的开始时间

Education 教育经历 (Starting with the Latest Education Qualification 请由最高学历开始填写)

Name of School/ University 学校名称	From 从何时	To 至何时	Department & Major 院系/专业	Degree/ Certificate Obtained 取得学历或证书	Full time/ Part-time 学习形式

Training 培训经历 (Starting with the most recent Training course attended 请由最近的开始填写)

Training Organization 培训机构名称	From 从何时	To 至何时	Course 培训科目	Qualification/ Certificate Obtained 取得证书、等级或职称

Others 其他所取得证书、职称及获取日期:				

Family Members 家庭成员 (i.e.: spouse, children, parents, others 请按配偶、子女、父母、其他亲属的顺序填写)

Relationship 关系	Name 姓名	Age 年龄	Company 工作单位	Position 职位	Contact No. 电话号码

Emergency Contact Person: _____ Contacts No.: _____ Relationship: _____
 紧急情况联系人 _____ 联络方式 _____ 与本人关系 _____

Skills 技能

Language 语言	Reading 阅读			Communicating 会话			Writing 书写		
	Fluent 流利	Fair 普通	Poor 略懂	Fluent 流利	Fair 普通	Poor 略懂	Fluent 流利	Fair 普通	Poor 略懂
Mandarin 普通话									
English 英语									
Other Language 其他语言: _____									

Practical Computer Skills:
 操作熟练的电脑技能 Word Excel PowerPoint Outlook Others _____

Driving License:
 驾驶证 A License B License C License Date Issued 发照日期 _____

Other Skills/ Special Skills: _____ Activities and interests:
 其他技能/特长 _____ 兴趣爱好 _____

Health Condition 健康状况

Do you have any physical disabilities? If so, please elaborate:
 您身体是否有缺陷 (视觉、听觉、腰背、四肢等)?

No 否 Yes 是 如果, 请说明 _____

Have you had any serious illness, injury or operation within the 5 years? If so, please elaborate:
 最近五年内是否有患过严重疾病、损失或接受过任何手术?

No 否 Yes 是 如果, 请说明 _____

Are you pregnant now?
 您现在是否怀孕? No 否 Yes 是

Other Information 其他资料

Do you have any criminal record? If yes, please elaborate: 曾否有犯罪记录? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 如果, 请说明_____	
Have you been discharged from employment? If yes, please elaborate: 曾否被解雇? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 如果, 请说明_____	
Accommodation Requirement 房租补贴需求	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是
Please specify source below, where did you get the job information? 您是通过何种渠道得知我们的职位信息的? 请打勾	<input type="checkbox"/> Job Agency 职介所 <input type="checkbox"/> Job Market 人才市场 <input type="checkbox"/> Website 网站招聘 <input type="checkbox"/> Vocational School 学校 <input type="checkbox"/> Staff Recommended 员工推荐 <input type="checkbox"/> Recruitment fair 专场招聘 <input type="checkbox"/> Others 其他

Declaration 声明

<p>The statements and information furnished in this form are to the best of my knowledge true and complete. I have not withheld any information that may affect my application unfavorably. I authorize CCCC SECOND HARBOUR ENGINEERING LOGISTICS DEVELOPMENT CO., LTD To obtain from my former employers any information they may have concerning my performance and employment record. I understand that if any information supplied in this form is found to be inaccurate or untrue, I will be liable for termination without compensation, if employed. I also understand and agree that should I be offered employment, it is subject to successfully passing the pre-employment medical check-up. If there is any discrepancy or ambiguity between the English and Chinese texts of this application, the Chinese text shall prevail.</p> <p>本人保证本表格所填写一切均属事实并完整可靠, 没有隐瞒对自己求职不利的信息。本人授权中交二航局物流发展有限公司向本人前雇主了解本人的工作情况及表现。即使本人签订了劳动合同, 如经调查被证实本表格的填写有错误及不诚实之处, 愿意接受被无偿解雇之处分。最后本人同意通过职前体检作为获得正式雇佣之前提。如本申请表中文和英文有不同解释, 以中文为主。</p>	
Applicant's Signature: 申请人签名	Application Date: 申请日期