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 **职位申请表**

#  EMPLOYMENT APPLICATION FORM

**申请职位**

**POSITION APPLIED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**个人资料**

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 中文名 Chinese Name | 曾用名Alias  | 英文名 English Name | 性别\* Gender | 年龄\*Age | 出生日期\*Date of Birth | 联系电话Contact No. |
|  |  |  |  |  |  年 月 日 |   |
| 民 族 \*Nation | 婚姻状况\*Marriage | 籍 贯\*Place of Origin | 户口所在地 \*Place Of Hukou | 身份证号码\*I.D. Card No. |
|  |  |  省 市  |   省 市  |  |
| QQ&微信号码QQ & We chat |  邮箱\* E-mail | 现居住地址\*（精确到门牌号）Present Resident Address | 身份证地址\*（长期有效通讯地址）ID Address （valid for long term） |
|  |  |  |  |
| 备注为\*号的项目以及照片张贴为应聘时的选填项，可在入职后补充完整。 |
|  |
| **技能 Skills** |
| 英 语 English |  会 话 Speaking 良 好 普 通 略 懂  Good Average Poor |  阅 读 Reading 良 好 普 通 略 懂 Good Average Poor |  书 写 Writing 良 好 普 通 略 懂 Good Average Poor |
| 电脑技能Computer Skills: 办公软件Office software Other: |

**教育与培训 EDUCATION & TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 中学/学院/大学名称 Name of School/College/University | 由From | 至To | 所获证书/文凭/学位Cert./Diploma/Degree attained | 专业Major |
|  |   年 月 |  年 月 |  |  |
|  |   年 月 |  年 月 |  |  |

**入职前7年的工作经历及证明人（从毕业到现在，由最近公司填起，对任何中断1个月以上经历需作出必要解释或说明） (Previous employer for the last seven years, please explain any gap in employment if it’s longer than one month.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 起止时间Period | 工作单位 Employer | 职位 Position  | 工资 Salary | 调整工作原因Reason for Leaving | 证明人Referees | 职位Position | 联系电话(固话或手机)Phone No. |
|  年 月 年 月 |  |  |  |  |  |  |  |
|  年 月 年 月 |  |  |  |  |  |  |  |
|  年 月 年 月 |  |  |  |  |  |  |  |
|  年 月 年 月 |  |  |  |  |  |  |  |
| 备注Remark： |

**居住地址 请提供过去七年的居住地址（可按照工作经历开始由近及远提及的居住地址）**

**Resident Address - Please specify the information of your resident place for recent seven years.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 由From | 至To | 居住地Resident Place | 由From | 至To | 居住地Resident Place |
|  年 月 |   年 月 |   |   年 月 |  年 月 |  |
|  年 月 |   年 月 |   |   年 月 |  年 月 |   |

**家庭成员 FAMILY DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name | 年龄Age |  与本人关系Relationship |  职业Occupation | 工作单位Name of company | 联系电话Telephone No  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**其他OTHER INFORMATION**

|  |
| --- |
| 1.有无亲友在本公司任职？如有，请注明 姓名: 部门: 关系: Are there any relatives in our company? If yes, Pls. specify Name: Dept. : Relations: |
| 2.您是否曾在爱德觅尔工作过？工作了多久？ 是 否  Have you ever worked in IDEMIA? How long have you been working? Yes No |
| 3.有无犯罪记录？如有，请注明 Have you ever been convicted of any crime? If yes,Pls.specify |
| 4.是否与原公司签订竞业禁止协议? 如有，请注明 是 否  Have you ever signed Non-compete Agreement? If yes, Pls. specify Yes No  |
| 5.从您目前工作单位离职所需时间 ? Required leave notice from present employer | 6.期望工资总额  Expected Salary |

本人兹声明在本表格内所填写各项资料均属正确无讹。本人明白如提供资料及相关证明文件或证书不属实或有误导，本人的申请将被取消，如本人已受聘，本人亦将被公司无条件解雇，且本人同意并授权公司或者其合作方对本人的信息进行查询及核实上述资料之真实性。

**I hereby declare that the particulars submitted are to the best of my knowledge. I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements (including any reference documents and certificates) are false or misleading, I will be liable to have my application disqualified or to be dismissed from employment by the company without any compensation if ever employed. I authorize the company or other collaborators to check my background and confirm above information.**

申请人签名 日期 招聘专员：

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recruiter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**以下资料入职时填写The following information is entered when you onboard**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 入职日期Date Joined | 部门Department | 职位 Position | 工号Staff No | 配偶姓名Spouse Name | 配偶身份证号码Spouse ID No. |
|  |  |  |  |  |  |
| 出现事故或紧急情况时的通知人及电话号码 Person & Tel. No. to notify in case of accident or emergency |  保险或其它福利计划的受益人或受赡养人 Beneficiary or name of dependent listed in the insurance policy or other benefit scheme |
| 姓名: 电话: | 姓名: 电话: |

以上资料如有变更，您有义务及时填写《个人资料修改表》交人力资源部备案，多谢您的合作！

If there are any changes on the above information, please fill out the 《Update Personal Data Sheet》and return it to HR Dept. as soon as possible.