填表时间： 年 月 日

**应聘信息登记表**

**JOBAPPLICATIONFORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ·感谢您应聘我公司，我们将致力于为您提供公平的就业机会。  Appreciate your interest with Bright way. We devote to offering fair employment opportunity for you  ·若本岗位不合适，您的资料将会在我公司人力资源储备库中保存一年，其间有可能会再次与您联系。  If we find you are not suitable, your application form will be kept up to a year, we will contact you again if suitable position available.  ·如果您有可证明你个人业绩或专业素质的资料，请您附在申请表后一并转给我们。  If you have the relevant information that may prove your personal achievement or professional quality, please attach it together with your application form to us  ·表格中由个人填写的内容请如实详细填写，如某项内容不存在，请在该格内用**“/”**表示。  Fill in the form with full details, if not applicable, please put**“/”** | | | | 贴照片处  **Passport size photograph** |
| **拟申请职位**Post(s) applied for |  | **电话：**  Phone NO. | **E-Mail：** | **日期:**  Date |
| **年薪要求**  Expected salary |  | 打“√”选择获取招聘信息渠道  (Choose obtain recruitment information channel with “√”) | □招聘网(Internet) □人才市场(Network)  □猎头推荐(Headhunters) □内部推荐(Recommend)  □二次入司(2nd Job) □其它(Others) | |

**个人基本资料Personal Particulars**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓 名**  Full name |  | **性 别**  Gender |  | **婚姻状况**Marital status |  | | **出生地点**  Place of Birth |  |
| **出生日期**  D.O.B | **年 月 日**  Year Month day | **政治面貌**  Political landscape |  | **籍 贯**  Original Place |  | | **户口所在地**Account Location |  |
| **毕业时间**Graduate Time |  | **民 族**  national |  | **体 重**(kg)  Weight(kg) |  | | **身 高**(cm) Height(cm) |  |
| **毕业院校**Graduated college |  | **专 业**  Special field |  | **最高学历**  Highest educational |  | | **学 位**  Degree |  |
| **学习时间**  Learning time | **年 月至 年 月**  Years to years | **职业资格**  Professional qualification |  | **执业资格**  qualification |  | | **专业技术资格**  Professional and technical qualifications |  |
| **身份证号码**  ID Card NO. |  | | | **户 口 性 质**  accounts ature | | □居民 □农民 | | |
| **家庭地址** Residential address |  | | | **联系人、电话**  Contact Person  and Phone | |  | | |
| **紧急通讯地址**  Emergencycommunication address |  | | | **紧急联系人、电话**EmergencycontactpersonPhone | |  | | |

**工作经历(自最近工作单位起填写) Working experiences(Start from current experience)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **起 止 时 间**  beginning and end time | **工作单位**  Work unit | **部门**  Department | **担任职务**  Duty | **证明人**  Voucher | **联系电话**  Connection telephone | **离职原因**  Demission  Reason |
| **年 月 日— 年 月 日**  Y M D— Y M D |  |  |  |  |  |  |
| **年 月 日— 年 月 日**  Y M D— Y M D |  |  |  |  |  |  |
| **年 月 日— 年 月 日**  Y M D— Y M D |  |  |  |  |  |  |
| **年 月 日— 年 月 日**  Y M D— Y M D |  |  |  |  |  |  |

**教育背景（自最高学历起填写）Educational background （Start from Senior）**

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| --- | --- | --- | --- | --- |
| **起 止 时 间**  beginning and end time | **毕业院校**  Graduated College | **专 业**  major | **学 历**education | **学习方式**  Way or studying |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |

**培训经历Training experiences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **起 止 时 间**  beginning and end time | **培训机构**  Name of training organization | **培训名称**  Courses | **获得证书情况**  Certificate | **备 注**  Remarks |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |
| **年 月 日—年 月 日**  YM D— YM D |  |  |  |  |

**家庭情况Particulars of Family Members**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **关 系**  Relationship | **姓 名**  Full name | **年龄**Age | **学 历**Educational background | **工作单位或住址**  Company or address | **职 务**  Position | **联系电话**  Contact no. |
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**提供证件**(Please tick”√”the certificates you have provided)

□身份证(Identification card ) □毕业证(Graduated certificate) □学位证(Degree Certificate)

□特殊工种上岗证(Professional certificates) □ 驾驶证(Driving license)□其他证件(Other relevant certificates)

□其他(Other)

|  |  |  |
| --- | --- | --- |
| 是否曾受过何种奖励或处罚  Have you ever been dismissed, askedto resign, or subject to disciplinary action of any kind while in the service of any other organization | □是(Yes)  □否(No) | 因何原因 (Reason): |
| 是否有亲属在本集团任职  Do you have relatives working in this organization | □有，在部门,任职  (Yes, in Department, Position):  □无  (No) | |

**声 明 ：**

**Declaration**

本人谨此保证上述所有填报材料真实无误，所填写的联系方式、邮箱和地址为约定的文件送达地，如蒙录用，自愿接受贵司对以上资料的核查及按照公司要求到指定医院进行身体检查，如有资料不实或身体检查不合格，本人愿意无条件与贵司解除劳动关系。

I declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.I acceptthe above information verification and will participate in physical examination in the nominated hospital. I accept that if any of the information given by me in this application is any way false or incorrect, I shall be disqualified from employment or dismissed from service.

**亲 笔 签 名：**

Signature of applicant