



HARROW
INTERNATIONAL SCHOOL
SHANGHAI

职位申请表

EMPLOYMENT APPLICATION FORM

请贴近照
PLEASE ATTACH
RECENT
PHOTOGRAPH

• 请用正楷填写以下信息 PLEASE PRINT CLEARLY *

申请职位 POSITION DESIRED

第一选择 First Choice	其他选择 Other Choice
欲求薪资 Salary Expected	可上班日期 Available Date
你通过何种渠道获取本校的招聘信息 Source of Recruitment Information	
<input type="checkbox"/> 报纸 Newspaper	<input type="checkbox"/> 网络 Internet
<input type="checkbox"/> 职业介绍所 Employment Agency	<input type="checkbox"/> 员工推荐 Staff Referral
<input type="checkbox"/> 其他 Others	

个人信息 PERSONAL INFORMATION

姓 Last Name	名 First name	英文名 English Name	性别 Gender
国籍 Nationality	身份证/护照号码 I.D. Card / Passport No.	出生年月 Date of Birth	
手机 Mobile	家庭电话 Home Phone	电子邮件 E-mail	
常住地址 Home Address	邮政编码 Post Code	户籍性质 Hukou Status <input type="checkbox"/> 城镇 Urban <input type="checkbox"/> 非城镇 Rural	
户口地址 Residence Address	邮政编码 Post Code		
法律文件送达地址 Judicial Documents Delivery Address	邮政编码 Post Code		

学历 EDUCATION INFORMATION

	学校名称 School Name / Institute	由 From	至 To	学位或证书 Certificate Obtained
大学 / 大专 University / College		YY/MM/DD	YY/MM/DD	
高级中学/专职校 Senior High/ Vocational School		YY/MM/DD	YY/MM/DD	
初级中学 Junior High School		YY/MM/DD	YY/MM/DD	
职业培训经历 Professional Training Experience		YY/MM/DD	YY/MM/DD	
		YY/MM/DD	YY/MM/DD	

专业技能 PROFESSIONAL SKILLS

电脑技能 Computer Skills	英语专业资格证书 Language Certificate
<input type="checkbox"/> Word <input type="checkbox"/> Excel	<input type="checkbox"/> 英语四级 CET - 4
<input type="checkbox"/> Outlook	<input type="checkbox"/> 英语六级 CET - 6
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> 专业八级 Professional 8
	<input type="checkbox"/> 其他语言证书 Others _____

就职履历

EMPLOYMENT RECORD

下列表格，以现任或最近之职位作开始，包括全职、兼职及实习经历；如有服役经历，请一并填写

List chronologically starting with present or last job held, which includes your full-time, part-time job and apprenticeship; please also include your period of military service, if any.

受雇单位名称 Company	由 From	至 To	首任及离职时职位 First & Last Position	税前月薪 Gross Salary	离职原因 Leave Reason
1.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
2.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
3.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
4.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
5.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			

奖项/特殊成就

Awards / Achievement

证明人

请填写两名或以上，最好为以往的上司，但不得填写亲属

CHARACTER REFERENCE

List 2 for more persons, preferably previous supervisors, but excluding relatives

姓名 Name	目前职位及其所在公司 Present Title & Company	他/她何时担任您的主管 When was he/she your supervisor?	目前的电话号码 Present Contact No.

家庭状况

如有亲属在同行业工作，必须在相应栏内写明

FAMILY RECORD

If you have any relatives working in hospitality industry, please clarify in the corresponding space

婚姻状况 Current Marital Status	未婚 Single <input type="checkbox"/>	已婚 Married <input type="checkbox"/>	丧偶 Widowed <input type="checkbox"/>	离婚 Divorced <input type="checkbox"/>
配偶 Spouse	姓名 Name	工作单位 Company		职务 Position
子女 Children	姓名 Name	性别 Gender	年龄 Age	姓名 Name
				性别 Gender
父母，兄弟及姐妹 Parents, Brothers & Sisters	姓名 Name	关系 Relationship	年龄 Age	工作单位 Company
				职务 Position

其他信息 OTHER INFORMATION

请用“√”做记号 Mark with a “√”	否 No	是 Yes	说明 Comments
背景情况 Background Information			
你是否曾经在哈罗国际学校任职？若有，请注明地点和任职时间。 Have you ever worked for any Harrow International School? If yes, please indicate location and length of service.			
是否有亲属/朋友在哈罗国际学校任职？若有，请注明部门职位。 Do you have any relative/friends working in Harrow International School? If yes, please indicate department and position.			
是否曾被解雇？若有，请提供事因。 Have you ever been discharged from employment? If yes, please indicate the reason.			
是否有刑事前科、行政拘留或处罚记录？ Have you ever had any record of crime conviction, administrative detention or punishment?			
可否向你现任雇主询问有关你的一切？ May we contact your present employer regarding your qualifications and character?			
健康情况 Personal Health			
是否患有不宜从事你所申请的职位的相关疾病，如：高血压、心脏病等？若有，请详述。 Whether you've suffered from any diseases related to the job you're applying for e.g. hypertension, cardiopathy, etc. If yes, please specify.			
是否从事职业病危害的工作？若有，请详述。 Have you had any working experiences that might cause occupational diseases? If yes, please specify.			
是否在曾就职单位中发生工伤事故或因疾病休假超过 30 天？如有，请详述。 Did you suffer any on-job injuries or take any sick leave more than 30 days? If yes, please specify.			
是否有精神病史或吸毒史？若有，请详述。 Have you had any experiences(s) of psychosis or drug abuse? If yes, please specify.			

如遇紧急情况通知人 IN CASE OF EMERGENCY, I AUTHORIZE THE SCHOOL TO CONTACT:

姓名 Name	关系 Relationship
地址 Address	电话 Phone

声明 DECLARATION

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。本人授权上海哈罗国际学校向本人的前雇主了解本人的工作情况及表现。如经调查被证实本表格的填写有错误及不忠实之处，愿意接受被解雇之处分。本人知晓并同意通过职前体检为本人获正式雇佣之前提条件。

The statements and information furnished in this form are to the best of my knowledge true and complete. I have note withheld any information that would, if given, affect my application unfavorably. I authorize you 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, if employed. I also understand that should I be offered employment, it is subject to successfully passing the pre-employment medical check-up.

申请人签名
APPLICANT'S SIGNATURE _____

日期
DATE _____