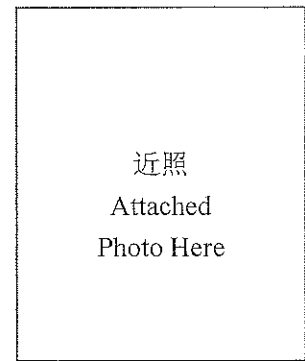




IHG® 旗下酒店



EMPLOYMENT APPLICATION

職位申請表

- Please fill up the form in detail and neatly, it will be kept as a personal record if you are employed.
請務必以正楷筆跡填寫職位申請表，如被錄用將此表歸入個人檔案。

Department/Position Desired 申請職位

<input type="checkbox"/> Regular 正職 <input type="checkbox"/> Trainee 實習生 <input type="checkbox"/> Other 其他 <input type="checkbox"/> Retirees/Re-employment 退休/返聘 <input type="checkbox"/> Part time 臨時工	1 st Choice 第一選擇	Expected Salary(Gross)期望稅前薪資
	2 nd Choice 第二選擇	Expected Salary(Gross) 期望稅前薪資
	Current Position 現任職位	Present Salary(Gross)目前薪資
	Available Date 可就職日期	Are you able to Work Night /Split shift 可否上夜班/二段班 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Accommodation Requirement 宿舍需求 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	Please specify sources ,how did you know this information ? 你是如何獲知酒店資訊? <input type="checkbox"/> Internet 網路 <input type="checkbox"/> Staff Recommend 員工推薦 <input type="checkbox"/> Job Agency 職介所 <input type="checkbox"/> Newspaper 報紙 <input type="checkbox"/> Vocational School 職業學校 <input type="checkbox"/> Others 其他	

Personal Information 申請者個人資訊

Chinese Name 姓名	English Name 英文名	ID/Passport No. 身份證/護照號碼	
Gender 性別 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Hometown 籍貫	Political Status 政治面貌	Hukou 戶籍 <input type="checkbox"/> Urban 城鎮 <input type="checkbox"/> Rural 農村
Date of Birth 出生日期	Education Level 學歷	Marital Status 婚姻狀況 <input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 離異	
Home Tel. No.家庭電話	Mobile No.手機	E-mail 電子郵件	
Permanent Address 戶口所在地址			Post Code 郵編
Current Address 目前居住地址			Post Code 郵編
Hobbies/Sports/Interests 興趣, 愛好			

Education 教育學曆 (Starting with the latest Education Qualification 請由最高學歷開始填寫)

School Name/University 學校名稱	From 從何時	To 至何時	Department & Major 系科/專業	Degree/Certificate Obtained 學歷或證書

Work Experience 工作經歷(Starting with the latest job 請由最近的開始填寫)

Company Name 公司名稱	From 從何時	To 至何時	Position 任職職位	Contract Salary 合同工資 (元/月)	Reasons for leaving 離職原因	Reference & Contacts 證明人&聯繫方式
Special Awards/Achievement 特別獎項/成就						

Proficiency 熟練程度	English 英語	Japanese 日 語	Others 其它 _____	Computer Skills 電腦技能 <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Fidelio/Opera <input type="checkbox"/> Others 其他 _____ Driving License 駕駛執照 <input type="checkbox"/> 有 <input type="checkbox"/> 無
Excellent 優 秀				
Good 良好				
Fair 一般				

Other 證書 _____

Family Members 家庭成員 (i.e. spouse, children, parents, others 請按配偶、子女、父母、其他親屬的順序填寫)

Relationship 關係	Name 姓名	Age 年齡	Company 工作單位	Position 職位	Contact No. 緊急連絡人號碼

Mark with "✓" 請用"✓"作記號	Yes 是	No 否	Comments 說明
Any relative (s) working in our hotel? 是否有親屬在本酒店任職?			
Have you ever been discharged from employment because of unsatisfactory work / conduct? 是否曾因行為不佳, 工作不力而被解雇?			
Have you ever been arrested, charged or disciplinary sanctioned? 是否曾因任何原因被拘捕、訴訟或行政處罰?			
May we contact your present employer regarding your qualifications and character? 可否向你現任雇主詢問有關你的情況?			
Any experience (s) of contagious, psychopathic or chronic disease? Or received any operation? If yes, please specify. (Only for mainland China) E.g: High/low blood pressure; cardiovascular and cerebrovascular disease and respiratory system; any tuberculosis, infectious disease, arthritis or rheumatism, bone, nerve neuralgia; diabetes, cancer, tumor, bone deformities 是否有傳染病、精神病及任何慢性病史? 是否做過重大手術? 如有請說明。(僅適用於中國大陸地區) 如: 高/低血壓; 心腦血管及呼吸系統疾病; 任何結核病、傳染病、關節炎或風濕病、骨骼、神經痛; 糖尿病、癌症、腫瘤、骨骼畸形等。			

宣言 DECLARATION

1. I further declare that the statements named by me in this application are true, complete and correct. I understand and acknowledge that a false statement or dishonest answer to any questions will be grounds for my immediate discharge from employment with (HOTEL NAME).
本人保證此次表格所填寫一切均屬事實並完整可靠, 如有錯誤及不忠實之處, 願意接受被(酒店名)解雇之處分。
2. I authorize the company to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever arising from such information.
公司有權調查我的資料, 如需要的話, 我將會提供進一步可供調查的有關人員及公司資料。

Applicant signature
申請人簽名(中文正楷) _____

Date
日期 _____

End