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| **由面试人填写FOR INTERVIEWER ONLY** |
|  5 4 3 2 1评估标准： 优秀 良好 一般 低于标准 差Evaluation Outstanding Good Average Below average Poor |
| 考核因素Factor for Evaluation | 评分Rate | 由第一面试人填写Filled by the first interviewer | 评分Rate | 由第二面试人填写Filled by the second interviewer |
| 仪表举止Presentation/Grooming |  |  |  |  |
| 语言表达Language Ability |  |  |  |  |
| 教育程度Education Level |  |  |  |  |
| 友善及礼貌Friendliness & Courtesy |  |  |  |  |
| 性格Personality |  |  |  |  |
| 反应性Responses |  |  |  |  |
| 情绪的稳定性Steadiness |  |  |  |  |
| 自信心Self-confidence |  |  |  |  |
| 工作知识Job Knowledge |  |  |  |  |
| 培训经历Training Experience |  |  |  |  |
| 其他Others |  |  |  |  |
| 总体评价Overall Comments |  |  |  |  |
| 签字/日期Signature/Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_由第一面试人填写Signature of the first interviewer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_由第二面试人填写Signature of the second interviewer |

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| 59744ac94087808ba30302c90ddcfc459744ac94087808ba30302c90ddcfc459744ac94087808ba30302c90ddcfc4面试结果 接受 留作日后参考 不合格Interview Result Accepted Pending for Future Reference Rejected |
| 报 到 日 期\_\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_日 部 门/分 部\_\_\_\_\_\_\_\_\_\_\_\_\_ 级别\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Report Duty Date yy mm dd Department/section Level职 位\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 月 工 资\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 是否需要宿舍\_\_\_\_\_\_\_\_\_\_Job Title Monthly Salary Dormitory Need |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  部门总监批准 人力资源部总监批准 总经理批准Approved by department director Approved by Director of Human Resource Approved by General Manager |

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| 酒店专人填写FOR OFFICE USE ONLY |
| 以往资历调查 🞎已做 🞎未做Reference Check Done Nil |
| 健康检查 🞎已做 🞎未做Medical Check Done Nil |
| 员工号码Employee No. |
| 入职日期Date Joined |
| 更衣柜号Locker No. |
| 宿舍房号Dormitory Room No. |
| 近照（恕不退还）RecentPhoto（Non-returnable） |



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| **职 位 申 请 书****APPLICATION FOR EMPLOYMENT** | 私人及机密Private and Confidential |
| 以下内容请以下黑色正楷填写Please Fill in Black |

|  |
| --- |
| 申 请 职 位： 第一选择 1st choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_Position Applied for: 第二选择2nd choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **个人资料 PERSONAL PARTICULARS** |

中文姓名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 英文姓名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_籍贯\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese Name English Name Native Province

出生日期\_\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_日 出生地点\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 民族\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth yy mm dd Place of Birth Ethnic Group

身份证号码\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 护照号码\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 身高\_\_\_\_\_\_\_\_\_\_\_

ID Card No. Passport Cod Height

家庭住址\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 邮政编码\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 联系电话\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address Postal Code Home Phone No

现住址\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 邮政编码\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address Postal Code

电子邮件地址\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address

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| **婚姻及家庭状况 MARITAL AND FAMILY STATUS** |

婚姻状况 未婚 已婚 丧偶 分居 离婚

Marital Status Single Married Widowed Separated Divorced

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 主要家庭成员Family Member's Name | 关系Relationship | 年龄Age | 工作单位及职位Working Unit/Position | 联系电话Unit/Address/Telephone |
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如遇紧急情况，请联络For emergency please contact:

姓名Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 关系Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 电话Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

地址Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **教育及培训经历 EDUCATION AND TRAINING** |

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| --- | --- | --- | --- | --- | --- |
|  | 院校名称Name | 由（年/月）From（yy/mm） | 到（年/月）To（yy/mm） | 专业Major | 获奖之学位及证书Qualification Obtained |
| 大学本科或以上University or above |  |  |  |  |  |
| 大学专科Collage |  |  |  |  |  |
| 高中Senior Middle School |  |  |  |  |  |
| 初中Junior Middle School |  |  |  |  |  |
| 其它/其它培训Others/Training |  |  |  |  |  |
| 技术学校Technical School |  |  |  |  |  |
| 函授学校Correspindence School |  |  |  |  |  |

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| **工作经历 EMPLOYMENT RECORD** |

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| --- | --- | --- | --- | --- | --- |
| 前任公司名称Previous Employers请从最近或现任雇主填起Please list present or last employers first | 受雇起止Period | 部门Department | 职位Position | 月薪MonthlySalary | 离职原因Reason for leaving |
| 由（年/月）From（yy/mm） | 到（年/月）To（yy/mm |
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| **工作证明人 REFEREES** |

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| --- | --- | --- | --- |
| 姓名Name | 职位Position | 公司名称 Company Name | 电话Telephone |
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| **语言能力 LANGUAGES** |

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| 请在适当的地方打“√”Please tick properly | 口语 SPOKEN | 阅读READING | 写作WRITING |
| 流利Fluent | 普通Fair | 略懂Basic | 流利Fluent | 普通Fair | 略懂Basic | 流利Fluent | 普通Fair | 略懂Basic |
| 普通话 MANDARIN |  |  |  |  |  |  |  |  |  |
| 英 语 ENGLISH |  |  |  |  |  |  |  |  |  |
| 粤 语 GANTONESE |  |  |  |  |  |  |  |  |  |
| 日 语 JAPANESE |  |  |  |  |  |  |  |  |  |
| 其 它 OTHERS |  |  |  |  |  |  |  |  |  |

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| **其它资料 OTHERS INFORMATION** |

1、您是如何得知此空缺的?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 介绍人\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How were you referred to us? Recommended by

2、您有无在本酒店任职之亲友? Relatives or friends, if any, employed by the NARADA Resort & Spa Jiuxian?

 姓名Name 关系Relationship 职位Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3、有无其他您需要说明的工作技巧或能力？ Other skills and/or abilities you would like to specify?

🞎收银 🞎打字 🞎驾驶 🞎兴趣爱好

Cashiering Typing Driving Hobbies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4、您会否操作何种电脑软件? What computer programs can you operate?

🞎Windows Word 🞎Windows Excel 🞎PowerPoint 🞎其它Other\_\_\_\_\_\_\_\_

5、您曾否因工作关系受伤? 如果有，请详细说明。\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎是 🞎否

Have you ever suffered from injuries due to work accident? If yes please specify. Yes No

6、您曾否被前雇主解雇? 🞎是 🞎否

Have you ever been dismissed from any previous employers? Yes No

7、女士请说明现时是否怀孕? 🞎是 🞎否

For Ladies, please state whether you are now pregnant? Yes No

8、您曾否被判罪?

Have you ever been convicted of a criminal offence? 🞎是 🞎否

9、目前工资情况:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 要求工资:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your current salary: Salary Expectation:

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| **宣言 DECLARATION** |

本人谨此授权九仙君澜温泉度假 酒店查询有关本人之资料，并同意不对任何人士、公司或机构因透露资料而起诉，本人同时表示此申请书内所有资料属实；如有假报之处，可作为立即开除之理由。本人完全了解上述宣言的含义，依据以上内容，本人申请受雇于贵公司，.并同意在受雇前接受检查。

I authorize the NARADA Resort & Spa Jiuxian Hotel to secure any information regarding myself and I hereby release any person, firm or instituion of all liabilty for any damage whats ever issuing from such information. I further declare that the statements made by me in this application are true, complete and correct, A false statement or dishonest answer to any question may be grounds for my immediate discharge from employment with the NARADA Resort & Spa Jiuxian Hotel. I apply for employent in your company on the basis of the information and conditions mentioned above which I fully comprehend and on the understanding that the company may require me to be medically examined before engagement.

申请人在此签名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 签字日期\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by applicant Date