

CCS Insights: 求职申请书

Job Application Form

Feel the CCS & Co Difference

工作期望 Job Expectation

申请职位 Job Title:	_____			近期照片 Recent Photo
岗位类别 Category:	_____			
工作性质 Type of Job:	长期工作 <input type="checkbox"/> Permanent	短期工作 <input type="checkbox"/> Temporary	任意 <input type="checkbox"/> Any	
最低薪金要求 Min. Expected Salary:	_____		每月 Per Month	
可工作日起 Date Available:	_____			

个人资料 General Information

中文姓名 Chinese Name:	_____	英文姓名 English Name:	_____
出生日期 Date of Birth:	_____	婚姻状况 Marital Status:	_____
家庭住址 Address:	_____	性别 Sex:	_____
		邮政编码 Zip Cord:	_____
	身高 Height	厘米 Cm	_____
		体重 Weight	公斤 Kg

家庭状况 Family Status

家庭成员 Family Member:	姓名 Name:	职业/职位 Occupation/Position	联系电话 Telephone
父亲 Father:			
母亲 Mother:			
配偶 Spouse:			
子女 Children:			

教育程度 Education

	学校名称 Name of School	期间 Duration		专业 Specialty	学位 Degree	是否毕业 Graduated? (Y/N)
		从 From	至 To			
目前就读 Present Studies						
大学 University						
大专 College						
其它 Others						

语言水平 Language

	会话 Speaking			阅读 Reading			书写 Writing		
	良好 Good	一般 Fair	略懂 Poor	良好 Good	一般 Fair	略懂 Poor	良好 Good	一般 Fair	略懂 Poor
英语 English									
国语 Malay									
华语 Mandarin									

技巧与技能 Skills & Abilities

<input type="checkbox"/> 打字 Typing	<input type="checkbox"/> 档案管理 Filing	<input type="checkbox"/> 团队合作能力 Teamwork Skills
<input type="checkbox"/> 电脑操作 Computer Operation	<input type="checkbox"/> 客服 Customer Service Skills	<input type="checkbox"/> 创意 Creativity
<input type="checkbox"/> 驾驶执照 Driving License	<input type="checkbox"/> 公开演讲 Public Speaking	<input type="checkbox"/>
<input type="checkbox"/> 沟通能力 Communication	<input type="checkbox"/> 会计 Accounting	

工作经历 Employment Record

以前公司名称 Name of Previous Company	期间 Period		职位 Position	最后薪水 Last Salary	离职原因 Reason for Leaving
	从 From	至 To			

推荐人 Referees

姓名 Name	职业 Occupation	地址 Address	联系电话/电子邮件 Telephone/Email Address

兴趣与爱好 Interests & Hobbies

请列举阁下之兴趣与爱好
Please list your hobbies & interests:

其它资料 Other Information

请在相关处以“V”表示 Please mark V in appropriate column	是 Yes	否 No	请说明详情, 如有需要 Please provide details, if necessary
曾否因行为或工作不佳而被辞退 Have you ever been dismissed due to misconduct or unsatisfactory performance?			
曾否因违反法律行为而被判刑 Have you ever been convicted of a crime?			
曾否患有严重疾病、受伤或接受手术治疗 Have you ever suffered any serious injuries, illness or operation?			
是否愿意接受公司对仪容仪表方面的要求 Are you willing to obey the rules concerned your appearance?			

宣言 DECLARATION:

本人在此申请书中所填写的一切均属实且准确。如有隐瞒或虚报, 自愿接受立即解雇之处分。本人也授权审核上述资料的真实性。

I declare that all the information disclosed by me in this application are true, complete and correct. Any false statement or dishonest answer to any questions is sufficient for immediate termination. I also give my consent to you to evaluate my application for employment.

申请人签名
Applicant's Signature: _____

日期
Date: _____

联系方式 Contact Information

手提电话

Hand Phone: _____

工作电话

Work Phone: _____

电子邮件

E-mail: _____

紧急情况下的联系人 Person to Be Notified in Case of Emergency

关系 Relationship	姓名 Name	地址 Address	联系电话 Telephone

For further consultation, please contact:

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