



永达实业集团(上海)办事处

WINLORD INDUSTRIAL GROUP (SHANGHAI) OFFICE

上海市浦东金桥路 1389 号金桥大厦 9 楼 邮编: 201206

9/F., 1389 Jinqiao Road, Pudong, Shanghai, China 201206

HUMAN RESOURCES Telephone 人力资源部电话: 021 5031 4112

FOR OFFICE USE 公事专用

Ref. No.

Acknowledge

Interviewed

APPLICATION FORM FOR GENERAL POSTS 职级职位申请表

NOTES TO APPLICANTS 注意事项

- This application form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary. The completed application form should be returned to the Human Resources Department, Winlord Industrial Group (Shanghai) Office at 9/F., 1389 Jinqiao Road, Pudong, Shanghai, China 201206
请用正楷填写申请表格。如空位不敷填写时,可附另页详列有关资料。请将填妥之申请表格递交或邮寄到永达实业集团上海办事处人力资源部:上海市浦东金桥路1389号金桥大厦9楼 邮编: 201206 收。
- You are requested to attach photocopies of certificates, transcripts and other relevant documents to support information given in your application. These copies are not returnable and will be verified in due course.
申请人须随申请表附所有证书、成绩单及其它有关文件的副本,以证明申请表内所填报的数据正确无误。所有证件副本将不予退还,并须于日后呈交正本核对。
- All information given in this form will be treated in **STRICT CONFIDENCE**.
所有申请资料与数据将**绝对保密**。
- The personal data in relation to your application will be used by the Company to assess your suitability for assuming the position you are applying for. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorized to process the information for purposes relating to appointment.
本公司在招聘职员时所收集的个人资料,将会用来评估申请人是否适合担任所申请的职位。如有需要,有关资料可能会送交负责处理有关资料的部门/办事处及/或其它公司内/外的评审员,以办理与招聘有关的事宜。
- It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than two years. When similar vacancies in the Company arise during the period, we may transfer your application to the departments/offices concerned for consideration of employment. Thereafter, your application together with all materials you provide will be disposed of.
根据公司的政策,落选者的个人资料将会保存不多于两年,以作为日后参考之用。若公司在此期间有类似的职位空缺,公司或会将你的申请转交有关部门考虑。在此期限以后,你的申请连同所有已呈交的文件将会全部销毁。
- Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.
申请人必须填妥职位申请表上所有项目及提供完整资料与数据,以便进行评选。申请人如不提供此等资料与数据,可能会对申请程序及结果构成影响。

Post applied for 申请职位名称		Post Ref. No. 申请职位编号
Department 部门		
I learned of this vacancy from 从何处得悉此职位空缺		

I PERSONAL PARTICULARS 个人资料

Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字
Name in Chinese 中文姓名	Title: *Dr / Mr / Mrs / Ms / Miss 称谓: *博士 / 先生 / 夫人 / 女士 / 小姐	
*ID Card / Passport No. *身份证/护照号码	Home Tel. 住所电话: Office Tel. 办事处电话: Mobile Tel. 流动电话: Fax No. 传真号码: E-mail 电邮地址:	
Permanent Address 地址		

II EDUCATION / PROFESSIONAL QUALIFICATIONS (in chronological order) 学历或专业资格 (按获取资格先后顺序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name of School / College / Institute / University Attended 曾就读学院名称	Certificate / Diploma / Degree Obtained (Specify Subjects and Grades) 证书(请列明所修科目及成绩等级)

* Please delete whichever not applicable 请删去不适用处

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III PRACTICAL TRAINING (e.g. apprenticeship, technical training, etc.) 职业或专门技能训练

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name & Address of Organization 受训机构名称及地址	Nature of Training 训练性质

IV APPOINTMENTS HELD (in chronological order) 现任职位及过去工作经验 (按任职先后顺序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name & Address of Organization 服务机构名称及地址	Post & Nature 职位及工作性质 (For part-time appointment, please specify 如属兼职, 请注明)

V FURTHER DETAILS ON PRESENT/MOST RECENT EMPLOYMENT 有关现时或最近期职业资料

*Length of notice of resignation to my present employer / If appointed, earliest date available: _____
 现任职位辞职所需通知期 / 如被录用可于何日上任

人民币 _____ 每月 _____ 月 每年

*Present salary 现职薪酬 / Last salary 近期职位薪酬: RMB\$ _____ per month x _____ months per year

Date of last salary revision 最近之薪酬调整日期: _____

Other allowances (please specify nature of each allowance and amount): _____
 其它津贴(请注明所领取每类津贴之名称及金额)

Expected salary 要求薪酬: RMB\$人民币 _____ per month 每月

*Former Winlord staff 前任永达雇员 / Serving Winlord staff 现任永达雇员 Staff no. 职员号码: _____

**VI REFEREE 咨询人 (Of the two referees given, at least one should be your current or recent employer whom you have served for a substantial period.)
 (两位咨询人中, 至少一位需为申请人之现职或近期雇主)**

Name 姓名	Position 职衔	Your relationship with the referee 与咨询人关系
Address 通讯地址		
Telephone No. 电话号码	Fax No. 传真号码	E-mail 电邮地址
Name 姓名	Position 职衔	Your relationship with the referee 与咨询人关系
Address 通讯地址		
Telephone No. 电话号码	Fax No. 传真号码	E-mail 电邮地址

VII OTHER INFORMATION RELEVANT TO THIS APPLICATION 其它对本申请有关之资料

VIII DECLARATION 声明

1. I declare that the information given above is true and accurate to the best of my knowledge.
 本人谨声明以上提供之资料与数据全属确实无误。

2. In connection with my application for the post of _____, I hereby authorize Winlord Industrial Group to seek information pertaining to my personal data from my personal referees, present and/or past employer(s) as listed above.
 就本人所申请之 _____ 职位, 本人现授权永达实业集团向上列之咨询人及现职或前任雇主索取有关本人之个人资料。

3. I understand that upon completion of this recruitment exercise, Winlord Industrial Group will retain my application for up to two years even if this application is unsuccessful and I agree to this.
 在此次招聘程序完成后, 假若本人之申请未获录取, 本人同意永达实业集团保留本人之个人资料(保留期最长为两年)。

Signature 签署: _____ Date 日期: _____

Name 姓名: _____ (IN BLOCK LETTERS 请用正楷)

*Please delete whichever not applicable 请删去不适用处

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Test / Interview 测验 / 面试	Date / Time 日期 / 时间	Reference No. 编号
Results 成绩		