



EMPLOYMENT APPLICATION

职位申请表

近照
Attached
Photo Here

- Please fill up the form in detail and neatly, it will be kept as a personal record if you are employed. If not employed, this application form will only be used for hotel talent reserve or employment-related business and will be kept confidential by hotel Human Resources Department for five years.

请用正楷笔迹填写职位申请表，如被录用将此表归入个人档案。若未被录用，则此申请表仅用于酒店人才储备或与雇佣相关的业务，由酒店人力资源部保密存档，保存时间为五年。

- Personal sensitive information (e.g. marriage, fertility, gender, sexual orientation) is not required and can be filled in voluntarily. If the applicant is unwilling to fill in personal sensitive information, it will not have any negative impact on the employment.

求职者个人敏感信息（例如：婚姻、生育、性别、性取向），酒店不要求求职者必须填写，可以在自愿的前提下填写。求职者不愿意填写的，不会对录用产生任何负面影响。

Department/Position Desired 申请职位

1 st Choice 第一选择	Expected Salary(Gross)期望税前薪资
2 nd Choice 第二选择	Expected Salary(Gross) 期望税前薪资
Current Position 现任职位	Present Salary(Gross)目前薪资
Available Date 可就职日期	Are you able to Work Night /Split shift 可否上夜班/两头班 ☐ Yes 是 ☐ No 否
Accommodation Requirement 宿舍需求 ☐ Yes 是 ☐ No 否	
Please specify sources ,how did you know this information? 你是如何获知酒店信息? ☐ Internet 网络 ☐ Staff Recommend 员工推荐 ☐ Job Agency 职介所 ☐ Newspaper 报纸 ☐ Vocational School 职业学校 ☐ Others 其他_____	

Personal Information 申请者个人信息

Chinese Name 中文姓名	English Name 英文名	ID/Passport No. 身份证/护照号码	
Gender ☐ Male 男 性别 ☐ Female 女	Hometown 籍贯	Political Status 政治面貌	Hukou ☐ Urban 城镇 户籍 ☐ Rural 农村
Date of Birth 出生日期	Education Level 学历	Marital Status 婚姻状况 ☐ Single 未婚 ☐ Married 已婚 ☐ Divorced 离异	
Home Tel. No.家庭电话	Mobile No.手机	E-mail 电子邮件	
Permanent Address 户口所在地址			Post Code 邮编
Current Address 目前居住地址			Post Code 邮编
Hobbies/Sports/Interests/Specialties 兴趣，爱好，特长			

Education 教育学历 (Starting with the latest Education Qualification 请填写最高两项学历)

School Name/University 学校名称	From 从何时	To 至何时	Department & Major 系科/专业	Degree/Certificate Obtained 学历或证书

Work Experience 工作经历(Starting with the latest job 请由最近的开始填写)

Company Name 公司名称	From 从何时	To 至何时	Position 任职职位	Contract Salary 合同工资 (元/月)	Reasons for leaving 离职原因	Reference & Contacts 证明人&联系方式

Special Awards/Achievement 特别奖项/成就:

Proficiency 熟练程度	English 英语	Others 其它	Computer Skills 电脑技能 ☐ Word ☐ Excel ☐ PowerPoint ☐ Access ☐ Fidelio/Opera ☐ Others 其他 _____
Excellent 优秀			Driving License 驾驶执照 ☐ 有 ☐ 无
Good 良好			
Fair 一般			

Other 证书 _____

Family Members 家庭成员 (i.e. spouse, children, parents, others 请按配偶、子女、父母、其他亲属的顺序填写)

Relationship 关系	Name 姓名	Age 年龄	Company 工作单位	Position 职位	Contact No. 紧急联系人号码

Mark with "✓" 请用"✓"作记号	Yes 是	No 否	Comments 说明
Any relative (s) working in our hotel? 是否有亲属在本酒店任职?			
Have you ever been discharged from employment because of unsatisfactory work / conduct? 是否曾因行为不佳, 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、诉讼或行政处罚?			
May we contact your present employer regarding your qualifications and character? 可否向你现任雇主询问有关你的情况?			
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 是否有传染病、精神病及任何慢性病史?是否做过重大手术? 如有请说明。 (仅适用于中国大陆地区) 如: 高/低血压; 心脑血管及呼吸系统疾病; 任何结核病、传染病、关节炎或风湿病、骨骼、神经痛; 糖尿病、癌症、肿瘤、骨骼畸形等。			

宣言 DECLARATION

1. I voluntarily provide the above personal information and 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 Indigo Dali Erhai)**.

本人自愿提供以上个人信息, 保证此次表格所填写一切均属事实并完整可靠, 如有错误及不忠实之处, 愿意接受被(大理洱海天域英迪格酒店)解雇之处分。

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.

公司有权调查我的资料, 如需要的话, 我将会提供进一步可供调查的有关人员及公司资料。

3. If not employed, I agree **(Hotel Indigo Dali Erhai)** to keep this application form in accordance with hotel management regulations.

若未被酒店聘用, 本人同意(大理洱海天域英迪格酒店)按照酒店管理规定保存此职位申请表。

Applicant signature
申请人签名(中文正楷)

Date
日期

如录用需填写如下内容
If employed, please fill in the following contents

部门/分部门 Department/Section_____

职位/级别 Position and Job Band_____

月薪(税前)Monthly Salary(Gross)_____

入职日期 Effective Date_____

部门总监/经理 Department Head/Division Head_____ 日期 Date_____

背景调查
Reference Check

背景调查 1 Reference Check 1

是否有任何违纪或解雇记录 Have any discipline or dismissed record

☐ 是 Yes ☐ 否 No

公司 Company Name_____

如果是，请说明 If Yes, please description:

联系人/职位 Contact person/Title_____

调查者 Check by _____ 日期 Date _____

背景调查 2 Reference Check 2

是否有任何违纪或解雇记录 Have any discipline or dismissed record

☐ 是 Yes ☐ 否 No

公司 Company Name_____

如果是，请说明 If Yes, please description:

联系人/职位 Contact person/Title_____

调查者 Check by _____ 日期 Date _____

更衣柜编号 Locker No:

宿舍编号 Dormitory No:

批准人 Approval

人力资源部总监/日期
HR Leader

批准人 Approval

批准人 Approval

批准人 Approval

财务及业务支持总监/日期
Finance Leader

副总经理/日期
DGM

总经理/日期
General Manager