**应聘人员信息登记表**

**Applicant Registration Form**

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| **应聘岗位Position：** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **以下栏目由应聘人员填写The below columns should be written by the applicant：** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 个人声明Self Declaration：  我声明表内所填之各项均为真实有效，同时本人允许苏州百年职业学院或其授权代表调查，如有虚构愿承担相应后果，包括受到解聘。I declare that the information on this application is true and correct. I understand thatfurnishing of misleading or incorrect information will render this application void and be just cause fortermination in the event of my employment. I hereby give permission to Suzhou Centennial College or its duly authorizedrepresentative to contact any person or company named in this application other than my present employer.  应聘人员签名Applicant Signature ： 日期Date： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 中文名Name in Chinese | | |  | | | | 英文名Name in English | | | |  | | | | | 身份证/护照号I.D./Passport No. | | | | | | |  | | | |
| 户籍地Registered Residency | | |  | | | | 籍贯Place of Birth | | | |  | | | | | 性别Gender | | | | | | | 男Male  女Female | | | |
| 工龄/教龄Working/Teaching Years | | |  | | | | 婚育状况Marital Status | | | | □未婚Single □已婚未育Married without child  □已婚已育\_\_\_\_孩Married with \_\_\_\_ child/children  □离婚Divorced □鳏/寡居Widowed | | | | | | | | | | | | | | | |
| 永久/户口地址Permanent Address | | |  | | | | | | | | 现住址Current Address | | | | |  | | | | | | | | | | |
| 电子邮箱 E-mail Address | | |  | | | | | | | 联系电话Telephone No. | | | | | | 1.  2. | | | | | | | | | | |
| 教育经历Education：（从最近经历填至高中毕业From the Latest to High School） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 入学时间From | 毕业时间To | | | 学校名称Institution | | | | | | | 所在地/国家Location | | | | 专业Major Fields | | | | | | | | | | 学历/学位Degree | |
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| 工作经历Work Experiences：从最近的任职经历填起From the Latest One | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 入职时间From | 离职时间To | | | 任职机构  Employer | | | | | 职务/职称Position | | | | | 月薪 Monthly Salary | | | | | 离职原因Reason For Leaving | | | | | | | 证明人Reference |
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| 培训研发经历Training or R&D | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起始时间From | | 结束时间To | | | 项目名Program | | | | | | | | 举办机构Sponsor | | | | | 证书或研发成果Certificate or Achievement | | | | | | | | |
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| 参加职业或学术团体及社会兼职情况Professional Committee or Social Service | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起始时间From | | 结束时间To | | | | 项目名Program | | | | | | | 举办机构Sponsor | | | | | 证书或荣誉Certificate or Honor | | | | | | | | |
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| Language Ability 语言程度：Use Excellent, Good, Fair or Unable to Indicate 以优、良、中、差表示程度 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language语言 | | 听Listening | | | | | 说Speaking | | | | | 读Reading | | | | | 写Writing | | | | | | | 证书Certificate | | |
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| 专业技术职务、获得年月Professional Title and the Time of Issue | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| 计算机能力Computer Skill | | | | | |  | | | | | | 其他专长Other Skills | | | | | | | |  | | | | | | |
| 紧急联系人In Case of Emergency Notify | | | | | | 姓名关系联系电话  Name：Relationship： Telephone No.： | | | | | | | | | | | | | | | | | | | | |
| 我院可否与您之前的雇主联络？May we contact your present employer?  （我院将在您同意后再联络We shall not do so without your permission.） | | | | | | | | | | | | | | | | | | | | | 可Yes 否N o | | | | | |
| 应聘根据哪些渠道的信息Source of Information | | | | | | □学院官网College Web □网络招聘（网站名）Internet：\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_  □亲友推荐Referral □其他Other：\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| 任职于本学院的亲友Relatives employed by the College | | | | | | □有Yes：姓名Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 职务Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □否No | | | | | | | | | | | | | | | | | | | | |
| 期望月薪Expected Monthly Salary | | | | | |  | | | | | | 聘用后几天可到职Advance Notice Required | | | | | | | | | |  | | | | |
| 如果受聘，三年内的工作目标Objectives in three years if employed by the College | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **以下栏目由人事处填写The below columns should be written by HR：** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 应聘材料核验Certificates Verification | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 面试安排Interview Arrangement | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 其他事项Other Items Concerned | | | | | | | |  | | | | | | | | | | | | | | | | | | |