

新加坡佛教总会呈献

样板文件

G1: 工作申请表格 (兼个人简历)
Application for Employment (served as CV)

APPLICATION FOR EMPLOYMENT

申请职位

Position Applied For _____



(1) 个人资料 PERSONAL INFORMATION

全名

Full Name _____ 中文姓名 _____

地址

Address _____

电话

Telephone _____

婚姻状况

Marital Status _____

性别

Sex _____

出生日期

Date of Birth _____

年龄

Age _____

出生地点

Place of Birth _____

国籍

Nationality _____

身份证/护照号码

Identity Card/ Passport No. _____

种族

Race _____

方言籍贯

Dialect Group _____

信仰

Religion _____

有效驾驶执照

Valid Driving Licence

No

Yes

级别

Class _____

国民服役 (男性)

National Service (for Male)

未被征召

Not called up yet

部分时间

Part Time

已完成服役

Completed ORD _____

退役日期

免役 (注明原因)

Exempted (state reasons) _____

(2) 健康 HEALTH

近视

Short Sighted

远视

Long Sighted

重大疾病 (注明病症与病期)

Serious Illness (state illness and period) _____

(3) 家庭状况 FAMILY INFORMATION

姓名 Name	关系 Relation	雇主 Employer	职业 Occupation
	配偶		
	父亲		
	母亲		
	兄弟/姐妹		

子女人数

No. of children

每个子女的年龄

Age of each child

(4) 教育 Education

小学 Primary School	最高学历 Highest Level Attained	毕业年度 Year Graduated
中学 Secondary School		
大专 Tertiary Institution		

其他专业资格与课程

OTHER QUALIFICATION / COURSE ATTAINED

院校 Tertiary Institution	专业资格/课程名称 Qualifications /Course Title	年度 Year

(5) 语言技能 LANGUAGES SKILLS

语言与方言 Languages and Dialects	流利程度: 弱 / 中 / 强 Indicate Weak / Fair / Fluent		
	口语 Spoken	书写 Written	阅读 Reading

(6) 休闲嗜好

LEISURE INTERESTS _____

(7) 就业简历 EMPLOYMENT HISTORY

从现在/最后一个雇主开始:

Start with your present/last employer:

公司名称 Name of Company	_____	电话 Telephone	_____
业务类别 Type of Business	_____		
职位 Position Held	从 From	_____	至 To
起薪 (包括佣金) Starting Salary (including commission)	_____	目前薪金 Current/Last Drawn Salary	_____
		_____	花红 Bonus
		_____	_____
车马费 Car Allowance	_____	提供公家车 Car Provided	有 <input type="checkbox"/> Yes
			无 <input type="checkbox"/> No
住屋津贴 Housing Allowance	_____	提供住屋 Housing Provided	有 <input type="checkbox"/> Yes
			无 <input type="checkbox"/> No
其他利益 Other Benefits	_____		

	年假日数 Annual Leave Entitlement		

离职原因 Reason for Leaving	_____		

公司名称 Name of Company	_____	电话 Telephone	_____
业务类别 Type of Business	_____		
职位 Position Held	从 From	_____	至 To
起薪 (包括佣金、花红) Starting Salary (including commission & bonus)	_____	_____	_____
离职原因 Reason for Leaving	_____		

公司名称 Name of Company	_____	电话 Telephone	_____
业务类别 Type of Business	_____		
职位 Position Held	从 From	_____	至 To
起薪 (包括佣金、花红) Starting Salary (including commission & bonus)	_____	_____	_____
离职原因 Reason for Leaving	_____		

(8) REFERENCES

两位介绍人（不包括亲戚）

List two references. Relatives should not be included.

姓名 Name	地址/电话 Address/ Telephone	认识多久 Period Known	职业 Occupation

你曾否犯刑事案而被定罪？

Have you ever been convicted of a criminal offence?

无 有（注明其性质）

No Yes (state nature) _____

所期待薪酬

Remuneration Expected _____

最快何时可上任

Earliest available date _____

我谨此声明以上所提供资料正确无误。若有任何虚报足以使雇主撤消聘用或解雇我。

I declare that the information provided above is true and complete in all aspects. I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employer.

签名

Signature _____

日期

Date _____

FOR OFFICE USE
