**APPLICATION FOR EMPLOYMENT**

 Date:

|  |
| --- |
| **Personal Information** |
| Full Name |  |  |
| Gender |  | Marriage Status |  |
| Date of BirthDate/Month/Year |  |
| Contact Number |  |
| Email |  |
| Residential Address |  |
| Census Register Address |  |
| **Education History** |
| Type of School | School Name | Location | Start and End Date | Faculty  | Special Rewards |
| High School |  |  |  |  |  |
| University  |  |  |  |  |  |
| Other **(increasable)** |  |  |  |  |  |
| **Language Capacity** |
| Language | Listening | Speaking | Reading | Writing |
| English | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor |
| Chinese | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor | □Excellent□Good□Fair□Poor |
| Other **(increasable)** |  |  |  |  |
| **License**  |
| Driver License | □ Motorcycle □ Car □others  |
| **others(increasable)** |  |
| **Internship and/or Volunteer Experiences** |
| Name of Organization | Position | Responsibility | Period |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Working Experience**  |
| **Name of Organization (1)**Organization Website |  |
| Position |  | Period |  |
| Responsibilities |  | Salary |  |
| Reasons for career changed |  |
| **Name of Organization (2)**Organization Website |  |
| Position |  | Period |  |
| Responsibilities |  | Salary |  |
| Reasons for career changed |  |
| **Other (increasable)**  |
| **Required Documents** (Below information is for officer fill out) |
| Type | Check |
| CV |  |
| Scanned University Diploma/Certificate of graduation, and transcript for fresh graduates | □Diploma/Certificate□transcript |
| School Projects (optional) |  |
| A Copy of Driver License (Front and Back) | □ Motorcycle □ Car  |
| Others License (optional) |  |
| A Copy of ID (Front and Back) |  |
| General medical examination report within 6 months. |  |
| Letter of recommendation |  |