**APPLICATION FOR EMPLOYMENT**

Date:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | | | | | | | | | |  | | | |
| Gender | | | |  | | | | | Marriage Status | | | | |  | | | | |
| Date of Birth  Date/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 | | | | |
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| **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 | | | | | | | | | | | | | | | |  | | | | | | |