



Code: JC-HRM-1-01  
Date Created: 01/02/2012  
Date Reviewed: 01/02/2013

就职申请表格

| Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form |                                        |                                         |                                          |
|------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|------------------------------------------|
| 说明指示: 请回答全部的问题, 并使用黑或蓝墨。请签名和写下今天的日期。                                                           |                                        |                                         |                                          |
| <b>PERSONAL DETAILS / 个人资料</b>                                                                 |                                        |                                         |                                          |
| Full name / 姓名 :                                                                               |                                        |                                         |                                          |
| Address / 地址 :                                                                                 |                                        |                                         |                                          |
| Date of Birth / 出生日期 :                                                                         |                                        |                                         |                                          |
| NRIC / Passport / 身份证 / 护照号码 :                                                                 |                                        |                                         |                                          |
| Sex / 性别 :                                                                                     | Male / 男 : <input type="checkbox"/>    | Female / 女 : <input type="checkbox"/>   |                                          |
| Marital status / 婚姻状况 :                                                                        | Single / 单身 : <input type="checkbox"/> | Married / 已婚 : <input type="checkbox"/> | Divorced / 离婚 : <input type="checkbox"/> |
|                                                                                                | No. of Children / 子女人数 :               |                                         |                                          |
| Contact Number / 联系电话 :                                                                        | Home / 住家电话                            |                                         |                                          |
|                                                                                                | Handphone / 手提电话                       |                                         |                                          |
|                                                                                                | Email / 电子邮件                           |                                         |                                          |
| <b>LANGUAGE SKILL / 语言技能</b>                                                                   |                                        |                                         |                                          |
| Languages spoken / 口语语言 :                                                                      | Malay 国语 <input type="checkbox"/>      | English 英语 <input type="checkbox"/>     | Chinese 华语 <input type="checkbox"/>      |
|                                                                                                | Tamil 淡米尔语 <input type="checkbox"/>    | Others 其他 : _____                       |                                          |
| Dialects spoken / 方言 :                                                                         | Cantonese 广东 <input type="checkbox"/>  | Hakka 客家 <input type="checkbox"/>       | Teo Chew 潮州 <input type="checkbox"/>     |
|                                                                                                | Hokkien 福建 <input type="checkbox"/>    | Hainam 海南 <input type="checkbox"/>      | Others 其他 : _____                        |
| Languages written / 书面语 :                                                                      | Proficient 专业                          | Intermediate 中等                         | Beginner 初级                              |
| Malay 国语                                                                                       |                                        |                                         |                                          |
| English 英语                                                                                     |                                        |                                         |                                          |
| Chinese 华语                                                                                     |                                        |                                         |                                          |
| <b>POSITION AVAILABILITY / 工作单位</b>                                                            |                                        |                                         |                                          |
| Position applied for / 申请职位 :                                                                  |                                        |                                         |                                          |
| Current position / 现今职位 :                                                                      |                                        |                                         |                                          |
| Current salary / 在职薪金 :                                                                        | RM                                     |                                         |                                          |
| Salary expected / 薪金要求 :                                                                       | RM                                     |                                         |                                          |
| Available for night duty? / 能值夜班?                                                              | Yes / 是 ( )                            | No / 否 ( )                              | Occassional / 有时 ( )                     |
| Employment desired / 就业期望:                                                                     | Full-time only 全职 ( )                  | Part-time only 兼职 ( )                   | Full or Part-time 都可以 ( )                |
| When are you available to commence employment? / 何时开始工作?                                       | Date / 日期 :                            |                                         |                                          |
| Have you been convicted of a crime or fraud? / 是否曾犯罪或欺诈行为而被定罪?                                 | Yes / 是 ( ) No / 否 ( )                 |                                         |                                          |
| If yes, please explain / 如果是, 请解释 :                                                            |                                        |                                         |                                          |



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EMPLOYMENT APPLICATION FORM

就职申请表格

| HOW DID YOU COME TO KNOW ABOUT JETA CARE? / 如何得知颐康阁? |                     |
|------------------------------------------------------|---------------------|
| Friends / 朋友 : ( )                                   | Internet / 互联网: ( ) |

|                                                              |                           |                                |                            |                                  |
|--------------------------------------------------------------|---------------------------|--------------------------------|----------------------------|----------------------------------|
| Advertisement / 广告: ( )                                      |                           | Other / 其他: ( )                |                            |                                  |
| <b>EDUCATION / 受教育程度</b>                                     |                           |                                |                            |                                  |
| Name and address of school /<br>学校的名称和地址                     |                           | Year commenced /<br>学期开始年份     | Year completed /<br>学期结束年份 | Qualification obtained /<br>学历程度 |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
| Name and address of professional Institution /<br>专业机构的名称和地址 |                           | Year commenced<br>学期开始年份       | Year completed<br>学期结束年份   | Qualification obtained/<br>学历程度  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
| Professional skills and<br>qualifications / 专业技能和资历          | Licenses / 执照             | Skills / 技能                    | Training / 培训              | Awards 获奖证书                      |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
| <b>EMPLOYMENT HISTORY / 工作经历</b>                             |                           |                                |                            |                                  |
| <b>Present Employment / 目前的职业详情:</b>                         |                           |                                |                            |                                  |
| Name of employer /<br>雇主名称:                                  | Position title /<br>工作名称: | Period of employment /<br>就业期: | Last Salary /<br>薪水        | Reason for leaving /<br>离开的原因    |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |
|                                                              |                           |                                |                            |                                  |



**EMPLOYMENT APPLICATION FORM**  
求职申请表

|                                                                            |
|----------------------------------------------------------------------------|
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|----------------------------------------------------------------------------|

|                                 |          |                   |                   |
|---------------------------------|----------|-------------------|-------------------|
| <b>Family Reference. 家庭成员参考</b> |          |                   |                   |
| Name / 姓名                       | Age / 年龄 | Relationship / 关系 | Job Occupation 职业 |
|                                 |          |                   |                   |
|                                 |          |                   |                   |
|                                 |          |                   |                   |
|                                 |          |                   |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |  |
| <b>Please provide two references. Next of kin and relatives not to be included.</b><br>请提供两份参考：（不包括家属和亲戚）                                                                                                                                                                                                                                                                                                                             |                   |                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       | Reference 1 / 参考1 | Reference 2 / 参考2 |  |
| Name / 姓名:                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                   |  |
| Relationship / 关系:                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                   |  |
| Office no / 公司电话:                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                   |  |
| Housephone / 住家电话:                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                   |  |
| Handphone / 手提电话:                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                   |  |
| Address / 地址:                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                   |  |
| I certify that the information contained in this application is true and complete. I understand that false information will be the reason for not hiring me or for immediate termination of employment at any point in the future if I am hired.<br>I authorise the verification of any or all information listed above.<br><br>我承认在这表格所写的细节和资料是真实和完全的。<br>我了解，在未来的任何时候，如果有发现填写任何错误信息，颐康阁有权立即将我解雇或不雇用我。<br>我批准颐康阁调查以上被列出的任何或所有的信息的真假。 |                   |                   |  |

Signature / 签名: \_\_\_\_\_

Name / 姓名: \_\_\_\_\_

Date / 日期: \_\_\_\_\_