



Employment Information Form

人员信息登记表

Position Applied For

应聘职位: _____

| Personal Information 个人资料 | | | |
|------------------------------------|-------------------------------|---------------------|----------------|
| Photo 照片 | Name(English) 英文姓名 | Name (Chinese) 中文姓名 | Sex 性别 |
| | Date of Birth 出生日期 | Marital Status 婚姻状况 | Nationality 国籍 |
| | Home Address/Zip Code:住址/邮编 | | |
| | Hukou Issuance Place 户口所在地派出所 | BP/Mobil 手机 | Telephone 电话 |
| ID Number 身份证号码 | | | |
| Hukou Address/Zip Code: 户口所在地地址/邮编 | | | |

| 家庭状况 - 父母, 兄弟, 姐妹, 配偶及子女 | | | | | |
|---------------------------------|-----------------|--------|------------|---------------|------------------|
| Name 姓名 | Relationship 关系 | Age 年龄 | Company 公司 | Occupation 职业 | Dependant 受供养之家属 |
| | | | | | Yes是/No否 |
| | | | | | Yes是/No否 |
| | | | | | Yes是/No否 |

Person to contact in case of emergency 紧急时可联络之亲友

| Name 姓名 | Relationship 关系 | Telephone 电话 |
|---------|-----------------|--------------|
| | | |

| Education - Start with the highest level 教育状况 (从最高学历开始) | | | | | |
|--|---------|--------------|------------|----------|-----------|
| Name of the College/University 校名 | City 城市 | From (Yr.) 自 | To (Yr.) 至 | Major 专业 | Degree 学位 |
| | | | | | |
| | | | | | |
| | | | | | |

| Working Experience - Start with the most recent 工作经历 (从最近的经历开始) | | | | | | |
|--|--------|------|-----------|-------------------------|--------------------|-----------------|
| Name of the Company 公司名称 | From 自 | To 至 | Positi 职位 | Reason for Leaving 离职原因 | Certifier 证明人 (主管) | Telephone 证明人电话 |
| | | | | | | |
| | | | | | | |
| | | | | | | |



| Course/Professional Training 培训记录 | | | | |
|-----------------------------------|------------------------------|----------------|--------------|---------------------|
| Course Name 课程名称 | Training Institution 培训机构 | Location 地点 | Year 受训日期 | Certification 证书 |
| | | | | |
| | | | | |
| | | | | |

| Other Information 其他情况 | |
|------------------------|--|
| Language 语言能力 | <input type="checkbox"/> English 英语 <input type="checkbox"/> Good 好 <input type="checkbox"/> Fair 一般 <input type="checkbox"/> Poor 差 |
| | <input type="checkbox"/> Putong Hua 普通话 |
| Skills 技能 | <input type="checkbox"/> Driving Licence 驾驶执照 Type 类型: |
| | <input type="checkbox"/> Typing 打字 Typing Speed 速度: w.p.m |
| | <input type="checkbox"/> Software Knowledge 软件运用 (请详述之 Please state) |
| | <input type="checkbox"/> Other 其它 (请详述之 Please state) |

Declaration 声明

Have you ever been discharged from employment because of your work conduct?
 ⇒ 是否曾因工作行为不佳而被革除职位? No否 Yes是

Have you been convicted of any criminal offence?
 ⇒ 是否曾有犯罪记录? No否 Yes是

Have you suffered from severe diseases / been in sanatorium for surgery ?
 ⇒ 是否曾有重大疾病/动过手术? No否 Yes是

Is any member of your family an employee , officer , director of any corporations, restaurants within Yum!?
 ⇒ 是否有亲属在本集团工作? (集团内所有公司, 餐厅) No否 Yes是

I hereby declare that the above information I have supplied is to the best of my knowledge and I have no objection if the Company is to conduct an investigation on the information.

The company reserves the right to terminate the employment contract if the information provided is in contradiction.

我谨此声明所有以上填写的内容及提交的所有证明文件(含复印件)全部属实,并同意接受公司的查证,如经查证不属实,公司有权按严重违纪解除劳动关系。

签名 Applicant's Signature _____

日期 Date _____