



JOB APPLICATION 職位申請表

PERSONAL INFORMATION 個人信息

NAME 姓名: _____ CHINESE NAME 中文名字 (IF ANY 如有): _____
First Middle Last

ADDRESS 地址: _____
Street Address Apt/Suite
City State Zip Code

E-MAIL 郵箱: _____ PHONE 電話: _____ DATE 填表日期: _____

DATE AVAILABLE 開始上班日期: _____ DESIRED PAY 期待薪資: \$ _____ ☐ HOUR 時薪 ☐ SALARY 月薪

POSITION APPLIED FOR 應聘職位: _____

EMPLOYMENT DESIRED 求職意向: ☐ FULL-TIME 全職 ☐ PART-TIME 兼職 ☐ SEASONAL 季節性職位

ARE YOU CURRENTLY EMPLOYED? 您目前有在工作嗎? ☐ YES 是 ☐ NO 否

EMPLOYMENT ELIGIBILITY 就業資格

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? 您是否合法在美國工作? ☐ YES 是 ☐ NO 否

EDUCATION 教育程度

SCHOOL 學校: _____ CITY 城市 / STATE 州: _____

FROM 學習時間從: _____ TO 到: _____

GRADUATE? 是否畢業 ☐ YES 是 ☐ NO 否 DEGREE 學位: _____

SCHOOL 學校: _____ CITY 城市 / STATE 州: _____

FROM 學習時間從: _____ TO 到: _____

GRADUATE? 是否畢業 ☐ YES 是 ☐ NO 否 DEGREE 學位: _____

PREVIOUS EMPLOYMENT 工作經驗

1.CURRENT / PREVIOUS EMPLOYER 現任/曾任僱主: _____

E-MAIL 郵箱: _____ PHONE 電話: _____

ADDRESS 地址: _____
Street Address Apt/Suite
City State Zip Code

STARTING PAY 入職薪資: \$ _____ ☐ HOUR 時薪 ☐ SALARY 月薪

ENDING PAY 離職薪資: \$ _____ ☐ HOUR 時薪 ☐ SALARY 月薪

JOB TITLE 職位: _____ RESPONSIBILITIES 職責: _____

FROM 工作時間從: _____ TO 到: _____

REASON FOR LEAVING 離職原因: _____

2.CURRENT / PREVIOUS EMPLOYER 現任/曾任僱主: _____

E-MAIL 郵箱: _____ PHONE 電話: _____

ADDRESS 地址: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY 入職薪資: \$ _____ ☐ HOUR 時薪 ☐ SALARY 月薪

ENDING PAY 離職薪資: \$ _____ ☐ HOUR 時薪 ☐ SALARY 月薪

JOB TITLE 職位: _____ RESPONSIBILITIES 職責: _____

FROM 工作時間從: _____ TO 到: _____

REASON FOR LEAVING 離職原因: _____

ADDITIONAL INFORMATION 附加信息

PERSONAL SKILL 個人技能 / 專長: _____

COMPUTER SKILL 電腦熟悉程度: _____

LANGUAGE 精通語言: _____

REFERENCES 推薦人

NAME 名字: _____ PHONE 電話: _____ EMAIL 郵箱: _____

FOR COMPANY USE ONLY 僅供公司內部使用 (應聘者無需填寫)

DATE RECEIVED 日期: _____ **RECEIVER** 收件人: _____

NOTES 備註: _____