



000299

假日酒店  
Holiday Inn洲际酒店集团旗下  
贵阳机场  
GUIYANG AIRPORT新达假日酒店  
Holiday Inn  
Express洲际酒店集团旗下  
贵阳机场  
GUIYANG AIRPORT

## EMPLOYMENT APPLICATION

## 职位申请表

- Please fill up the form in detail and neatly, it will be kept as a personal record if you are employed.

请务必以正楷笔迹填写职位申请表, 如被录用将此表归入个人档案。

## Department/Position Desired 申请职位

|                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Choice 第一选择<br>西餐厅服务                                                                                                                                                                                                                                                                                                                      | Expected Salary(Gross)期望税前薪资<br>5k                                                                                              |
| 2 <sup>nd</sup> Choice 第二选择                                                                                                                                                                                                                                                                                                                               | Expected Salary(Gross) 期望税前薪资                                                                                                   |
| Current Position 现任职位                                                                                                                                                                                                                                                                                                                                     | Present Salary(Gross)目前薪资                                                                                                       |
| Available Date 可就职日期<br>2025.6.16 (拿到证)                                                                                                                                                                                                                                                                                                                   | Are you able to Work Night /Split shift<br>可否上夜班/两头班<br><input checked="" type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 |
| Accommodation Requirement 宿舍需求                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> Yes 是 <input type="checkbox"/> No 否                                                         |
| Please specify sources ,how did you know this information?<br>你是如何获知酒店信息?<br><input checked="" type="checkbox"/> Internet 网络 <input checked="" type="checkbox"/> Staff Recommend 员工推荐 <input type="checkbox"/> Job Agency 职介所<br><input type="checkbox"/> Newspaper 报纸 <input type="checkbox"/> Vocational School 职业学校 <input type="checkbox"/> Others 其他 |                                                                                                                                 |

## Personal Information 申请者个人信息

|                                                                                              |                                                                                                                                                     |                                                                                               |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Chinese Name 中文姓名<br>吴婉婷                                                                     | English Name 英文名<br>Wan Ting Wu                                                                                                                     | ID/Passport No. 身份证/护照号码<br>520103200404120029                                                |
| Gender 性别<br><input type="checkbox"/> Male 男<br><input checked="" type="checkbox"/> Female 女 | Hometown 籍贯<br>贵州                                                                                                                                   | Political Status 政治面貌<br>共青团员                                                                 |
| Date of Birth 出生日期<br>2004.4.12                                                              | Education Level 学历<br>大专                                                                                                                            | Hukou 户籍<br><input checked="" type="checkbox"/> Urban 城镇<br><input type="checkbox"/> Rural 农村 |
| Home Tel. No. 家庭电话<br>17264509741                                                            | Marital Status 婚姻状况<br><input checked="" type="checkbox"/> Single 未婚<br><input type="checkbox"/> Married 已婚<br><input type="checkbox"/> Divorced 离异 | E-mail 电子邮件<br>2870887618@qq.com                                                              |
| Permanent Address 户口所在地址<br>贵州省贵阳市云岩区岳英街43号附22号                                              | Mobile No. 手机<br>15285061534                                                                                                                        | Post Code 邮编                                                                                  |
| Current Address 目前居住地址<br>贵州省贵阳市云岩区岳英街43号附22号                                                |                                                                                                                                                     | Post Code 邮编                                                                                  |
| Hobbies/Sports/Interests/Specialties 兴趣, 爱好, 特长                                              |                                                                                                                                                     |                                                                                               |

## Education 教育学历 (Starting with the latest Education Qualification 请填写最高两项学历)

| School Name/University<br>学校名称 | From<br>从何时 | To<br>至何时 | Department & Major<br>系科/专业 | Degree/Certificate<br>Obtained<br>学历或证书 |
|--------------------------------|-------------|-----------|-----------------------------|-----------------------------------------|
| 常德职业技术学院                       | 2022.09     | 2025.06   | 护理                          | 大专                                      |
|                                |             |           |                             |                                         |

**Work Experience 工作经历(Starting with the latest job 请由最近的开始填写)**

| Company Name<br>公司名称 | From<br>从何时 | To<br>至何时 | Position<br>任职职位 | Contract Salary<br>合同工资<br>(元/月) | Reasons for leaving<br>离职原因 | Reference & Contacts<br>证明人&联系方式 |
|----------------------|-------------|-----------|------------------|----------------------------------|-----------------------------|----------------------------------|
| 三花集团有限公司             | 2023.06     | 2023.08   | 销售员              | 3000                             | 个人原因 (暑假工)                  |                                  |
|                      |             |           |                  |                                  |                             |                                  |
|                      |             |           |                  |                                  |                             |                                  |

Special Awards/Achievement 特别奖项/成就:

| Proficiency<br>熟练程度 | English<br>英语 | Others 其它 | Computer Skills 电脑技能<br><input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Fidelio/Opera<br><input type="checkbox"/> Others 其他 _____ |
|---------------------|---------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excellent 优秀        | ✓             |           | Driving License 驾驶执照<br><input type="checkbox"/> 有 <input checked="" type="checkbox"/> 无                                                                                                                                                                                     |
| Good 良好             |               |           |                                                                                                                                                                                                                                                                              |
| Fair 一般             |               |           |                                                                                                                                                                                                                                                                              |

Other 证书 \_\_\_\_\_

**Family Members 家庭成员 (i.e. spouse, children, parents, others 请按配偶、子女、父母、其他亲属的顺序填写)**

| Relationship<br>关系 | Name<br>姓名 | Age<br>年龄 | Company<br>工作单位 | Position<br>职位 | Contact No.<br>紧急联系人号码 |
|--------------------|------------|-----------|-----------------|----------------|------------------------|
| 父亲                 | 吴路生        | 64        | 无               | 无              | 13985556832            |
| 母亲                 | 丁勤         | 54        | 无               | 无              | 18786794360            |

| Mark with "✓"<br>请用"✓"作记号                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes<br>是 | No<br>否 | Comments<br>说明 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|----------------|
| Any relative (s) working in our hotel?<br>是否有亲属在本酒店任职?                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          | ✓       |                |
| Have you ever been discharged from employment because of unsatisfactory work / conduct?<br>是否曾因行为不佳, 工作不力而被解雇?                                                                                                                                                                                                                                                                                                                                                                                            |          | ✓       |                |
| Have you ever been arrested, charged or disciplinary sanctioned?<br>是否曾因任何原因被拘捕、诉讼或行政处罚?                                                                                                                                                                                                                                                                                                                                                                                                                  |          | ✓       |                |
| May we contact your present employer regarding your qualifications and character?<br>可否向你现任雇主询问有关你的情况?                                                                                                                                                                                                                                                                                                                                                                                                    | X        | ✗       |                |
| Any experience (s) of contagious, psychopathic or chronic disease? Or received any operation? If yes, please specify. (Only for mainland China) E.g: High/low blood pressure; cardiovascular and cerebrovascular disease and respiratory system; any tuberculosis, infectious disease, arthritis or rheumatism, bone, nerve neuralgia; diabetes, cancer, tumor, bone deformities<br>是否有传染病、精神病及任何慢性病史? 是否做过重大手术? 如有请说明。<br>(仅适用于中国大陆地区) 如: 高/低血压; 心脑血管及呼吸系统疾病; 任何结核病、传染病、关节炎或风湿病、骨骼、神经痛; 糖尿病、癌症、肿瘤、骨骼畸形等。 |          | ✓       |                |

**宣言 DECLARATION**

1. I further declare that the statements named by me in this application are true, complete and correct. I understand and acknowledge that a false statement or dishonest answer to any questions will be grounds for my immediate discharge from employment with Holiday Inn Guiyang Airport & Holiday Inn Express Guiyang Airport.  
本人保证此次表格所填写一切均属事实并完整可靠, 如有错误及不忠实之处, 愿意接受被贵阳机场假日酒店和贵阳机场智选假日酒店解雇之处分。

2. I authorize the company to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever arising from such information.  
公司有权调查我的资料, 如需要的话, 我将会提供进一步可供调查的有关人员及公司资料。

Applicant signature  
申请人签名 (中文正楷) 吴路生

Date  
日期 2025.6.10

如录用需填写如下内容  
If employed, please fill in the following contents

部门/分部门 Department/Section

餐饮部

职位/级别 Position and Job Band

全日餐厅服务员 LP

月薪(税前)Monthly Salary(Gross)

3000

入职日期 Effective Date

2025.7.8

部门总监/经理 Department Head/Division Head

王

日期 Date

背景调查  
Reference Check

背景调查 1 Reference Check 1

是否有任何违纪或解雇记录 Have any discipline or dismissed record

☐ 是 Yes

☐ 否 No

公司 Company Name

如果是, 请说明 If Yes, please description:

联系人/职位 Contact person/Title

调查者 Check by

日期 Date

背景调查 2 Reference Check 2

是否有任何违纪或解雇记录 Have any discipline or dismissed record

☐ 是 Yes

☐ 否 No

公司 Company Name

如果是, 请说明 If Yes, please description:

联系人/职位 Contact person/Title

调查者 Check by

日期 Date

更衣柜编号 Locker No:

BF123

宿舍编号 Dormitory No:

326

批准人 Approval

王

人力资源部总监/日期  
HR Leader

2025.7.8

批准人 Approval

财务及业务支持总监/日期  
Finance Leader

7.8

批准人 Approval

副总经理/日期  
DGM

批准人 Approval

总经理/日期  
General Manager