

APPLICATION FOR EMPLOYMENT AS A FOREIGN SERVICE NATIONAL
U.S EMBASSY/CONSULATE - BEIJING, CHENGDU, GUANGZHOU, SHANGHAI, SHENYANG
美利坚合众国驻华使/领馆海外雇员工作申请表

INSTRUCTIONS: The questions on this application should be answered fully and completely. Do not use the abbreviation "n/a" to respond to any question; all questions are applicable and should be given an appropriate response. Making a false statement on this form will result in rejection of your application; if discovered subsequent to your appointment, a false statement is cause for dismissal.

本申请表的问题请完整如实填写。请勿用“不适用”来回答任何问题；所有问题均要求据实回答。否则将导致本申请被拒绝或今後雇佣关系的终止。

POST / POSITION APPLIED FOR 馆别 / 申请职位		DATE OF APPLICATION 申请日期	
1. NAME IN FULL 姓名		2. SEX 性别 <input type="checkbox"/> MALE 男 <input type="checkbox"/> FEMALE 女	
3. NAME AT BIRTH, IF DIFFERENT FROM ABOVE 出生时姓名		4. DATE OF BIRTH (Month, Day, Year) 出生日期	
5. CITIZENSHIP 国籍	6a. RESIDENT PERMIT NUMBER 居住证号	6b. PLACE OF REGISTERED RESIDENCE 户口所在地	
7. PRESENT ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS 现住址, 电话及电子信箱			8. PLACE OF BIRTH (CITY COUNTRY) 出生地
9. MARITAL STATUS 婚姻状况 <input type="checkbox"/> SINGLE 未婚 <input type="checkbox"/> MARRIED 已婚 <input type="checkbox"/> WIDOWED 丧偶 <input type="checkbox"/> DIVORCED 离异 <input type="checkbox"/> SEPARATED 分居 <input type="checkbox"/> REMARRIED 再婚			10. CHINESE I.D. NUMBER 身份证号码
11a. FULL NAME OF SPOUSE 配偶姓名	b. DATE OF BIRTH 出生日期	c. PLACE OF BIRTH 出生地	
d. PRESENT ADDRESS IN FULL 现住址		e. PRESENT OCCUPATION 现职务	
12. CHILDREN 儿女情况			
NAME 姓名	DATE OF BIRTH 出生日期	PRESENT ADDRESS IN FULL 现住址	OCCUPATION 职务
13a. FATHER'S NAME 父亲姓名		b. DATE OF BIRTH 出生日期	c. PLACE OF BIRTH 出生地
d. PRESENT ADDRESS IN FULL 现住址		e. PRESENT OCCUPATION 现职务	
14a. MOTHER'S NAME 母亲姓名		b. DATE OF BIRTH 出生日期	c. PLACE OF BIRTH 出生地
d. PRESENT ADDRESS IN FULL 现住址		e. PRESENT OCCUPATION 现职务	

15. DO YOU HAVE ANY PERSONAL, BUSINESS OR PROFESSIONAL CONTACTS IN THE UNITED STATES YES 是
 If so, list name, business or occupation and address. NO 否
 您是否有私人及业务联系人在美国? 如果有, 请列出其姓名, 职务及地址。

16. ARE ANY OF YOUR FAMILY MEMBERS EMPLOYED BY THE U.S. EMBASSY/CONSULATE? YES 是
 If so, list name, relationship and position title. NO 否
 您是否有亲属在美国使/领馆工作? 如是, 请列出其姓名, 职务及与您本人关系。

17. TRAVEL (If you have ever traveled to any other countries, give the date, duration and purpose) 旅行 (列出曾旅行过的国家, 时间及目的)

18. EDUCATION 教育情况

NAMES AND LOCATIONS OF EDUCATIONAL INSTITUTIONS ATTENDED 学校名称及地点	DATES 日期		DEGREES 学历	MAJOR SUBJECTS 专业
	FROM 自	TO 至		

19. LANGUAGES 语言 (Include Chinese dialects other than Mandarin 包括除普通话外的方言)

LANGUAGE 语言	LISTEN 听			SPEAK 说			READ 读			WRITE 写		
	Excellent 优秀	Good 好	Fair 一般	Excellent 优秀	Good 好	Fair 一般	Excellent 优秀	Good 好	Fair 一般	Excellent 优秀	Good 好	Fair 一般
English												

20. REFERENCES. LIST THREE COMPETENT AND RESPONSIBLE PERSONS NOT RELATED TO YOU BY BLOOD OR MARRIAGE WHO ARE QUALIFIED TO SUPPLY DEFINITE INFORMATION REGARDING YOUR CHARACTER AND ABILITY 列举三位无血缘或婚姻关系的负责人, 以便就您的品德及能力提供参考

NAME 姓名	WAY TO CONTACT 联系方法	OCCUPATION 职务

21. EMPLOYMENT. (In the space provided below describe every position which you have held since you first began to work. Start with Present Position and work back to the first position which you held.) 工作经历 (详述您的工作经历, 请倒叙)		
A. DATES OF EMPLOYMENT (Month/Date/Year) 工作日期	EXACT TITLE OF YOUR POSITION 您的确切职衔	SALARY OR EARNINGS STARTING 起薪 / 月 PER Mon. FINAL 止薪 / 月 PER Mon.
FULL NAME AND ADDRESS OF EMPLOYER 聘用单位名称及地址		
NAME AND TITLE OF IMMEDIATE SUPERVISOR 直接主管姓名及头衔	DUTIES 职责范围	
REASON FOR WANTING TO LEAVE 离职原因		
B. DATES OF EMPLOYMENT (Month/Date/Year) 工作日期	EXACT TITLE OF YOUR POSITION 您的确切职衔	SALARY OR EARNINGS STARTING 起薪 / 月 PER Mon. FINAL 止薪 / 月 PER Mon.
FULL NAME AND ADDRESS OF EMPLOYER 聘用单位名称及地址		
NAME AND TITLE OF IMMEDIATE SUPERVISOR 直接主管姓名及头衔	DUTIES 职责范围	
REASON FOR LEAVING 离职原因		
C. DATES OF EMPLOYMENT (Month/Date/Year) 工作日期	EXACT TITLE OF YOUR POSITION 您的确切职衔	SALARY OR EARNINGS STARTING 起薪 / 月 PER Mon. FINAL 止薪 / 月 PER Mon.
FULL NAME AND ADDRESS OF EMPLOYER 聘用单位名称及地址		
NAME AND TITLE OF IMMEDIATE SUPERVISOR 直接主管姓名及头衔	DUTIES 职责范围	
REASON FOR LEAVING 离职原因		
D. DATES OF EMPLOYMENT (Month/Date/Year) 工作日期	EXACT TITLE OF YOUR POSITION 您的确切职衔	SALARY OR EARNINGS STARTING 起薪 / 月 PER Mon. FINAL 止薪 / 月 PER Mon.
FULL NAME AND ADDRESS OF EMPLOYER 聘用单位名称及地址		
NAME AND TITLE OF IMMEDIATE SUPERVISOR 直接主管姓名及头衔	DUTIES 职责范围	
REASON FOR LEAVING 离职原因		

22. SPECIAL QUALIFICATIONS AND SKILLS (List any special skills you possess and machines and equipment you can use.) 有何特长			
ANSWER ITEMS 23 THROUGH 25 BY PLACING AN "X" IN THE PROPER COLUMN 23至25项为提供了选择答案的提问 在适当的方框内划“X”		YES 是	NO 否
23. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM A POSITION? IF "YES", GIVE DETAILS UNDER ITEM 26 是否曾因行为不端或表现不好而被解雇或被迫辞职? 如果是, 请在26项中详述。			
24a. HAVE YOU NOW OR HAVE YOU EVER HAD ANY PHYSICAL LIMITATION? 是否有身体缺陷?			
b. ARE YOU NOW UNDER A PHYSICIAN'S CARE AND IF SO, FOR WHAT REASON? 现在是否在接受治疗? 如果是, 请说明原因。			
c. HAVE YOU EVER HAD A NERVOUS DISORDER? 是否患过精神病?			
d. HAVE YOU EVER HAD TUBERCULOSIS? 是否患过结核病?			
e. WITHIN THE PAST 12 MONTHS, HAVE YOU USED INTOXICATING BEVERAGES TO EXCESS? 在最近12个月中, 是否过量引用过有麻醉性的饮料?			
f. DO YOU NOW, OR HAVE YOU EVER USED ILLEGAL DRUGS, OR USE(D) LEGAL DRUG IN A MANNER CONTRARY TO LAW? 是否正在或曾经用过违禁药品, 或违法使用药品			
g. WERE YOU EVER MEDICALLY DISCHARGED FROM THE ARMED FORCES? 是否因身体原因离开军队?			
IF ANY OF YOUR ANSWER TO ANY OF THE ABOVE IS "YES" GIVE PARTICULARS UNDER ITEM 26 BELOW 以上任何选择答案中若有肯定的答案, 请在26项空白处说明具体情况			
25. HAVE YOU EVER BEEN ARRESTED OR DETAINED BY ANY POLICE OR MILITARY AUTHORITY? IF SO, NAME THE AUTHORITY, GIVE TIME, PLACE, REASON AND THE DISPOSITION OF COURT ACTION. 是否曾被警察或军事当局逮捕或拘留过? 如果有, 请给出时间, 地点, 原因及法庭裁决			

26. USE THIS SPACE FOR DETAILED ANSWERS; NUMBER ANSWERS TO CORRESPOND WITH QUESTIONS. USE EXTRA BLANK PAGES, IF NECESSARY.

此栏用于填写详细情况，请保证答案序号与问题一致。可另付纸。

CERTIFICATION 证明

BEFORE SIGNING THIS FORM MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND COMPLETELY. A FALSE STATEMENT ON THIS APPLICATION IS CAUSE FOR DISMISSAL.

签字前请确信您已回答所有问题。提供资料如不属实，可导致将来被解雇。

I DO SOLEMNLY AFFIRM THAT THE INFORMATION CONTAINED HEREIN OR ATTACHED HERETO IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

我郑重承诺这里我所提供的资料正确属实。

APPLICANT SIGNATURE

申请人签字

DATE

日期