

## APPLICATION

The information provided in this application form will be used for recruitment and employment-related purposes, and is only accessible to staff in the Human Resources Department and heads of related departments and their delegates.

**You should complete this form in English, unless specified.**

Please affix photo here, otherwise application invalid.

## SECTION 1 YOUR EXPECTED POSITION AND SALARY

| 1.1 Position to which you are applying  | 1.2 Expected salary, please specify |
|---|-------------------------------------|
| <input type="checkbox"/> Junior Staff<br><input type="checkbox"/> Experienced Staff<br><input type="checkbox"/> Senior Staff<br><input type="checkbox"/> Admin/Marketing Dept |                                     |
|   | 1.3 Other Special Expectation       |
|   |                                     |

## SECTION 2 ABOUT YOURSELF

| PERSONAL PARTICULARS  |                                 |
|---|---------------------------------|
| 2.1 Name in Chinese:  | Name in English (if applicable) |
| 2.2 Gender: <input type="checkbox"/> M <input type="checkbox"/> F   | 2.3 ID/Passport No.:            |
| 2.4 School Address (if being student, in Chinese)<br><br>Post Code: _____ Phone No.: _____  |                                 |
| YOUR CONTACT DETAILS  |                                 |
| 2.5 Home Address (in Chinese)<br><br>Post Code _____ Phone No. _____<br><br>Mobile No.: _____<br>E-mail address: _____<br>Urgent Contact Name and Number: _____ |                                 |

| <b>2.6 EDUCATIONAL BACKGROUND (in Chinese )</b> |                                       |                                     |             |   |
|---|---------------------------------------|-------------------------------------|-------------|---|
| Level   | Name of University/<br>College/School | Period Attended<br>(mm/yy to mm/yy) | Majoring in | Degree/Diploma/<br>Certificate Received |
| University/<br>College                          |                                       |                                     |             |   |
| High<br>School                                  |                                       |                                     |             |   |
| Other<br>Recognized<br>Education/<br>Training   |                                       |                                     |             |   |

\* Please attach copies of University/College certificates

| <b>2.7 ACHIEVEMENTS AND RECOGNITION</b><br>(Honors, Scholarships, Awards, etc. Please attach copy of certificates) |               |                     |
|--|---------------|---------------------|
| Name of Award  | Year Received | Nature of the Award |
|  |               |                     |

| <b>2.8 PROFESSIONAL MEMBERSHIP, IF ANY</b> |                    |                   |
|--|--------------------|-------------------|
| Name of Institute/Society/Association      | Type of Membership | Year of Admission |
|  |                    |                   |

| <b>2.9 LANGUAGE SKILLS</b> |              |            |             |
|----------------------------|--------------|------------|-------------|
| Language                   | Name of Test | Date Taken | Grade/Score |
|                            |              |            |             |

| <b>2.10 COMPUTER SKILLS</b> |            |             |
|-----------------------------|------------|-------------|
| Name of Test                | Date Taken | Grade/Score |
|                             |            |             |

| <b>2.11 WORKING EXPERIENCE (in Chinese)</b> |                         |               |  |                     |
|---|-------------------------|---------------|--|---------------------|
| Name of Company                             | Full Time/<br>Part time | Position Held | Period of Employment<br>(mm/yy to mm/yy) | Main Responsibility |
|   |                         |               |  |                     |

**\* Please attach copies of references if available**

| <b>2.12 ABOUT YOURSELF (in English)</b>  |
|--|
| Please attach your CV and other relevant documents you feel helpful in better understanding you. |

### **SECTION 3 ABOUT YOUR FAMILY**

| <b>3.1 FAMILY INFORMATION (in Chinese)</b> |      |          |          |
|--|------|----------|----------|
| Relationship with You                      | Name | Employer | Position |
|  |      |          |          |

### **SECTION 4 ADDITIONAL INFORMATION**

|   |
|---|
| Please provide any other information you feel may be useful in our consideration of your application in attachments |
|---|

## SECTION 5 DECLARATION

1. I declare that the information given in this application form is true, accurate and complete to the best of my knowledge. I understand that the provision of false or misleading information constitutes grounds for non-consideration of this application, or immediate dismissal after employment.
2. I understand that the data collected in this application form will be used by Hendersen and its associated companies to assess my eligibility for employment and for other employment-related purposes. Information of my unsuccessful application will be kept for a period of six months.

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Applicant's Signature

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Date

## SECTION 6 CONTACT US

**Please send the completed application form together with other relevant documents and copies of academic transcripts to the Human Resources Department of the Hendersen office as follows:**

Unit 2308-2310, 1 Grand Gateway  
No.1 Hongqiao Road, Shanghai 200030,PRC

Tel: + 86 21 6447 7878

Fax: + 86 21 6447 3722

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[admin@hendersen.com](mailto:admin@hendersen.com)

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