



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 <input type="checkbox"/> Experienced Staff <input type="checkbox"/> Senior Staff <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)	
Post Code:	Phone No.:
YOUR CONTACT DETAILS	
2.5 Home Address (in Chinese)	
Post Code	Phone No.
Mobile No.:	
E-mail address:	
Urgent Contact Name and Number:	

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

* Please attach copies of University/College certificates

2.7 ACHIEVEMENTS AND RECOGNITION (Honors, Scholarships, Awards, etc. Please attach copy of certificates)		
Name of Award	Year Received	Nature of the Award

2.8 PROFESSIONAL MEMBERSHIP, IF ANY		
Name of Institute/Society/Association	Type of Membership	Year of Admission

2.9 LANGUAGE SKILLS			
Language	Name of Test	Date Taken	Grade/Score

2.10 COMPUTER SKILLS		
Name of Test	Date Taken	Grade/Score

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

* Please attach copies of references if available

2.12 ABOUT YOURSELF (in English)
Please attach your CV and other relevant documents you feel helpful in better understanding you.

SECTION 3 ABOUT YOUR FAMILY

3.1 FAMILY INFORMATION (in Chinese)			
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.

Applicant's Signature

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 1003-1004, The Exchange,
No.299 Tongren Road, Shanghai
200040,PRC

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