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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I.** **Personal information: Applied Position:…….** **Position code:……** | | | | | | | | | | | | | | | | | | | |
| **Photo card**  **4x6 cm** | | | | **Name** | |  | | | | | | | **Client code:** | | | | | | |
| **Birthday** | |  | | | | | | | **Home town:** | | | | | | |
| **Sex** | | **Male** **Female** | | | | | | | | | | | | | |
| **Personal characteristics** | | **Height:** | | | | | **Weight:** | | | | | | | **Health:** | |
| **Marital status** | |  | | | | | | | | | | | | | |
| **Registered address** | |  | | | | | | | | | | | | | |
| **Current address** | |  | | | | | | | | | | | | | |
| **Phone** | |  | | **Contact in urgency** (specify relationship): | | | | | | | | | | | |
| **E-Mail** | |  | | | | | | | | | | | | | |
| **II.** **Qualifications and Certificates (List all achieved Qualifications & Certificates in nearest time order)** | | | | | | | | | | | | | | | | | | | |
| **Year** | **School /Training Organization** | | | | | | **Specialization/Major - Training program** | | | | | | | | **Kind of Training/Rating** | | | | |
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| **III. Experiences (list your work experiences in most recent order)** | | | | | | | | | | | | | | | | | | | |
| **From Month**  year  **To month year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From month year**  **To month year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From month year**  **To month year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From date year**  **To date year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website:** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees:** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From date year**  **To date year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website:** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees:** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From date year**  **To date year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website:** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees:** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
| **From date year**  **To date year** | **Company name** | | | |  | | | | | | | | | | | | | | |
| **Business field** | | | |  | | | | | | | | | | | | | | |
| **Company Website:** | | | |  | | | | | | | | | | | | | | |
| **Company address** | | | |  | | | | | | | | | | | | | | |
| **Work location** | | | |  | | | | | | | | | | | | | | |
| **Number of employees:** | | | |  | | | | | | | | | | | | | | |
| **Position / Title** | | | |  | | | | | | | | | | | | | | |
| **Responsibilities** | | | |  | | | | | | | | | | | | | | |
| **Salary** | | | |  | | | | | | | | | | | | | | |
| **Achievements** | | | |  | | | | | | | | | | | | | | |
| **Resignation reasons** | | | |  | | | | | | | | | | | | | | |
|  |  | | | |  | | | | | | | | | | | | | | |
| **IV. Foreign language skills, certificates, other skills** | | | | | | | | | | | | | | | | | | | |
| **Foreign Language** | **1. English** | | | | **Excellent** | | **Very Good** | | | | | **Clever** | | **Everage** | | | | | **Poor** |
| **Certificate/Score** | | | | **IELTS:** | | **TOEIC:** | | | | | **TOEFL:** | | **TOPIK:** | | | | | **Japanese:** |
| **2. Other: ………….** | | | | **Excellent** | | **Very Good** | | | | | **Clever** | | **Everage** | | | | | **Poor** |
| **IT skills** |  | | | | | | | | | | | | | | | | | | |
| **Other skills** |  | | | | | | | | | | | | | | | | | | |
| **V. Family information** | | | | | | | | | | | | | | | | | | | |
| **First and last name** | | | **Year of Birth** | | | **Relationship** | | | | **Address** | | | | | | **Occupation** | | | |
|  | | |  | | | **Father** | | | |  | | | | | |  | | | |
|  | | |  | | | **Mother** | | | |  | | | | | |  | | | |
|  | | |  | | | **Brother** | | | |  | | | | | |  | | | |
|  | | |  | | | **Elder Sister** | | | |  | | | | | |  | | | |
|  | | |  | | | **Brother** | | | |  | | | | | |  | | | |
|  | | |  | | | **Younger Sister** | | | |  | | | | | |  | | | |
|  | | |  | | | **Husband** | | | |  | | | | | |  | | | |
|  | | |  | | | **Wife** | | | |  | | | | | |  | | | |
|  | | |  | | | **Son** | | | |  | | | | | |  | | | |
|  | | |  | | | **Daughter** | | | |  | | | | | |  | | | |
| **VI. Desired work and place** | | | | | | | | | | | | | | | | | | | |
| **Desired job description** | | | | |  | | | | | | | | | | | | | | |
| **Desired salary** | | | | |  | | | | | | | | | | | | | | |
| **Avaiable start date** | | | | |  | | | | | | | | | | | | | | |
| **Information channels (where do you get information for this position?)** | | | | | **Internet** **Facebook**  **Friends**  **Other** ……………..  *Specify the name /position of the referrer:* | | | | | | | | | | | | | | |
| **VII. References (Who can verify the information you stated in this application?)** | | | | | | | | | | | | | | | | | | | |
| **First and last name:**  **Relationship:** | | | | | **Title/Company:** | | | | | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | | |
| **Phone:** | | | | | | | | | | | | | | |
| **First and last name:**  **Relationship:** | | | | | **Title/Company:** | | | | | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | | |
| **Phone:** | | | | | | | | | | | | | | |
| **First and last name:**  **Relationship:** | | | | | **Title/Company:** | | | | | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | | |
| **Phone:** | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | |
| **VIII. Self-assessing the suitability of the position of the application (state the reasons in the appropriate columns below)** | | | | | | | | | | | | | | | | | | | |
| **Criteria** | | **Suitable and fit with the applied position** | | | | | | | | | | | | | | | | | |
| **Not suitable** | | | **Can consider** | | | | **Fit** | | | | | | | | **Perfect fit** | | |
| Work location: | |  | | |  | | | |  | | | | | | | |  | | |
| Wage: | |  | | |  | | | |  | | | | | | | |  | | |
| Years of experience: | |  | | |  | | | |  | | | | | | | |  | | |
| Applied Position: | |  | | |  | | | |  | | | | | | | |  | | |
| Job description: | |  | | |  | | | |  | | | | | | | |  | | |
| Business field: | |  | | |  | | | |  | | | | | | | |  | | |