|  |
| --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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: |  |  |  |  |