



**HARROW**  
INTERNATIONAL SCHOOL  
哈罗国际学校  
SHANGHAI 上海

## 职位申请表

## EMPLOYMENT APPLICATION

• 保密 **PRIVATE AND CONFIDENTIAL**

### 申请职位 POSITION DESIRED

第一选择 First Choice	其他选择 Other Choice				
欲求薪资 Salary Expected	可上班日期 Available Date				
你通过何种渠道获取本校的招聘信息 Source of Recruitment Information	<input type="checkbox"/> 报纸 Newspaper	<input type="checkbox"/> 网络 Internet	<input type="checkbox"/> 职业介绍所 Employment Agency	<input type="checkbox"/> 员工推荐 Staff Referral	<input type="checkbox"/> 其他 Others

### 个人信息 PERSONAL INFORMATION

姓 Last Name	名 First name	英文名 English Name	性别 Gender
国籍 Nationality	身份证/护照号码 I.D. Card / Passport No.	出生年月 Date of Birth	
手机 Mobile	家庭电话 Home Phone	电子邮件 E-mail	
常住地址 Home Address	邮政编码 Post Code		
户口地址 Residence Address	邮政编码 Post Code		
法律文件送达地址 Judicial Documents Delivery Address	邮政编码 Post Code		

### 学历 EDUCATION INFORMATION

	学校名称 School Name / Institute	由 From	至 To	学位或证书 Certificate Obtained
大学 / 大专 University / College		YY/MM/DD	YY/MM/DD	
高级中学/专职校 Senior High/ Vocational School		YY/MM/DD	YY/MM/DD	
初级中学 Junior High School		YY/MM/DD	YY/MM/DD	
职业培训经历 Professional Training Experience		YY/MM/DD	YY/MM/DD	
		YY/MM/DD	YY/MM/DD	

### 专业技能 PROFESSIONAL SKILLS

电脑技能 Computer Skills	英语专业资格证书 Language Certificate
<input type="checkbox"/> Word <input type="checkbox"/> Excel	<input type="checkbox"/> 英语四级 CET - 4
<input type="checkbox"/> Outlook	<input type="checkbox"/> 英语六级 CET - 6
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> 专业八级 Professional 8
	<input type="checkbox"/> 其他语言证书 Others _____

**就职履历**

**EMPLOYMENT RECORD**

下列表格，以现任或最近之职位作开始，包括全职、兼职及实习经历；如有服役经历，请一并填写  
 List chronologically starting with present or last job held, which includes your full-time, part-time job and apprenticeship; please also include your period of military service, if any.

受雇单位名称 Company	由 From	至 To	首任及离职时职位 First & Last Position	税前月薪 Gross Salary	离职原因 Leave Reason
1.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
2.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
3.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
4.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			
5.	YY/MM/DD	YY/MM/DD			
	YY/MM/DD	YY/MM/DD			

奖项/特殊成就

Awards / Achievement

证明人

请填写两名或以上，最好为以往的上司，但不得填写亲属

**CHARACTER REFERENCE**

List 2 for more persons, preferably previous supervisors, but excluding relatives

姓名 Name	目前职位及其所在公司 Present Title & Company	他/她何时担任您的主管 When was he/she your supervisor?	目前的电话号码 Present Contact No.

家庭状况

**FAMILY RECORD**

如有亲属在同行业工作，必须在相应栏内写明

If you have any relatives working in hospitality industry, please clarify in the corresponding space

婚姻状况 Current Marital Status	未婚 Single <input type="checkbox"/>	已婚 Married <input type="checkbox"/>	丧偶 Widowed <input type="checkbox"/>	离婚 Divorced <input type="checkbox"/>		
配偶 Spouse	姓名 Name	工作单位 Company		职务 Position		
子女 Children	姓名 Name	性别 Gender	年龄 Age	姓名 Name	性别 Gender	年龄 Age
父母，兄弟及姐妹 Parents, Brothers & Sisters	姓名 Name	关系 Relationship	年龄 Age	工作单位 Company		职务 Position

**其他信息 OTHER INFORMATION**

请用“√”做记号 Mark with a “√”	否 No	是 Yes	说明 Comments
<b>背景情况 Background Information</b>			
你是否曾经在哈罗国际学校任职？若有，请注明地点和任职时间。 Have you ever worked for any Harrow International School? If yes, please indicate location and length of service.			
是否有亲属/朋友在哈罗国际学校任职？若有，请注明部门职位。 Do you have any relative/friends working in Harrow International School? If yes, please indicate department and position.			
是否曾被解雇？若有，请提供事因。 Have you ever been discharged from employment? If yes, please indicate the reason.			
是否有刑事前科、行政拘留或处罚记录？ Have you ever had any record of crime conviction, administrative detention or punishment?			
可否向你现任雇主询问有关你的一切？ May we contact your present employer regarding your qualifications and character?			
<b>健康情况 Personal Health</b>			
是否患有不宜从事你所申请的职位的相关疾病，如：高血压、心脏病等？若有，请详述。 Whether you've suffered from any diseases related to the job you're applying for e.g. hypertension, cardiopathy, etc. If yes, please specify.			
是否从事职业病危害的工作？若有，请详述。 Have you had any working experiences that might cause occupational diseases? If yes, please specify.			
是否在曾就职位中发生工伤事故或因疾病病假超过 30 天？ 如有，请详述。 Did you suffer any on-job injuries or take any sick leave more than 30 days? If yes, please specify.			
是否有精神病史或吸毒史？若有，请详述。 Have you had any experiences(s) of psychosis or drug abuse? If yes, please specify.			

**如遇紧急情况通知人 IN CASE OF EMERGENCY, I AUTHORIZE THE SCHOOL TO CONTACT:**

姓名 Name	关系 Relationship	电话 Phone
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**声明 DECLARATION**

我保证本表格所填写一切均属事实并完整可靠，没有隐瞒对自己求职不利的信息。如经调查被证实本表格的填写有错误及不忠实之处，愿意接受被解雇之处分。我授权上海哈罗国际学校向本人的前雇主了解本人的工作情况及表现。如果申请人被禁止从事与未成年人相关工作，则无法申请此职位。

I declare that the information given in the course of my application and in this form is correct and complete to the best of my knowledge. I understand that withheld any information that would, if given, affect my application unfavorably. I understand that if any information supplied in this form is found to be inaccurate or untrue, I will be liable for termination. I authorize you to obtain from my former employers any information they may have concerning my performance and employment record. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

我承认我已阅读并理解附录中的个人信息收集声明（PICS），并同意据此处理我的个人数据。我理解并同意据此将我的个人数据转移到中国大陆以外。我承认并同意，我的个人数据可能被转移到某些司法管辖区，该区域可能没有与中国大陆适用的隐私法（如适用）基本相似或具有相同目的的数据保护法。我同意这意味着我的个人数据可能不会受到与中国大陆相同或类似的保护（如适用）。

I acknowledge that I have read and understood the Personal Information Collection Statement (PICS) in the Appendix and agree to the treatment of my personal data. I understand and agree to the transfer of my personal data outside mainland China. I acknowledge and agree that some jurisdiction(s) where my personal data may be transferred to may not have in place data protection laws which are substantially similar to, or serve the same purposes as, the applicable privacy laws of mainland China, if applicable. I agree that this means that my personal data may not be protected to the same or similar level as that in mainland China, if applicable.

申请人签名

**APPLICANT'S SIGNATURE** \_\_\_\_\_

日期

**DATE** \_\_\_\_\_

# **Personal Information Collection Statement (PICS)**

## **个人信息收集声明**

### **INTRODUCTION**

#### **简介**

This Personal Information Collection Statement (“PICS”) applies to all job applicants and employees of Shanghai Harrow School For Children Of Foreign Nationality. 本个人信息收集声明 (“PICS”) 适用于上海哈罗外籍人员子女学校的所有求职者 and 员工。

As part of its relationship with you, the Employer collects and processes any personal information about you. The Employer is committed to being transparent about how it collects and uses that information and to meeting its information protection obligations. 作为与您关系的一部分，雇主收集和处理有关您的任何个人信息。雇主承诺对其收集和使用信息的方式保持透明，并履行其信息保护义务。

### **COLLECTION OF PERSONAL INFORMATION**

#### **收集个人信息**

The Employer collects a range of information about you in connection with your relationship with the Employer. This may include, but is not limited to: 雇主收集有关您与雇主关系的一系列信息。这可能包括但不限于：

- personal details including but not limited to name, address and contact details, including email address and telephone number;
- 个人详细信息，包括但不限于姓名、地址和联系方式，包括电子邮件地址和电话号码；
- details of your qualifications, skills, experience and employment history;
- 您的资格、技能、经验和工作经历的详细信息；
- information about your past and current level of remuneration, including benefit entitlements; and
- 有关您过去和当前薪酬水平的信息，包括福利权利；和
- information about your entitlement to work in the host country.
- 有关您申请的工作所在国家是否会授予您签证的信息。

This information is collected from you when you decide to apply for a job, enter an employment relationship with the Employer, terminate your employment with the Employer or request to utilize a service offered to its subsidiaries. The Employer may collect this information about you, with your consent, when required by applicable law. The information might be contained in application forms, CV's or resumes, obtained from your passport or other identity documents, collected through interviews or other forms of documents or consent.

这些信息会在您申请工作、与雇主建立雇佣关系、终止与雇主的雇佣关系或向其子公司提供的服务时收集。在适用法律要求的情况下，经您同意，雇主可以收集有关您的信息。这些信息可能包含在申请表，简历，或从您的护照或其它身份证件中获得，在面试中或通过其它形式在您的同意下收集。

You agree for us to collect personal information about you from third parties, such as references supplied by former employers and referees. We will seek information from third parties only once a job offer to you has been made or with your consent.

您同意我们从第三方收集您的个人信息，例如前雇主和推荐人提供的推荐信。只有在向您发出工作邀请或征得您的同意后，我们才会向第三方寻求信息。

Information will be stored in a range of places, including on our recruitment portal, in HR management systems and on other Employer's systems including email. Information obtained on physical copies will be stored in a lockable document storage cabinet to protect its confidentiality and security.

信息将存储在一系列地方，包括我们的招聘门户网站、人力资源管理系统和其他雇主的系统，包括电子邮件。通过纸质获得的信息将存储在可上锁的文件存储柜中，以保护其机密性和安全性。

### **USE OF PERSONAL INFORMATION**

#### **个人信息的使用**

The Employer may collect, use, or process information where necessary: a) to consider your application at your request before entering a contract with you; and b) to perform its obligations under an employment contract or agreement with you, or other request or transaction requested by you. In some cases, we may need to process information to ensure that we are complying with legal obligations. Failure to supply any personal information requested by the Employer may result in the Employer being unable to process your employment application.

雇主可以在必要时收集、使用或处理信息：a) 在与您签订合同之前，根据您的要求考虑您的申请；以及 b) 履行与您签订的雇佣合同或协议项下的义务，或您的其他要求。在某些情况下，我们可能需要处理信息以确保我们遵守法律义务。未能提供雇主要求的任何个人信息可能会导致雇主无法处理您的工作申请。

The Employer has a legitimate interest in collecting and using personal information: a) during the recruitment process and for keeping records of the process; and b) during your employment with the Employer and for keeping records after termination of your employment with the Employer.

雇主在以下情况下收集和使用权个人信息具有合法利益：a) 在招聘过程中并保存过程记录；b) 在您受雇于雇主期间，以及在雇主终止雇佣关系后保存记录。

The collection and use of personal information are essential in connection with the conduct of its human resources and business functions. The Employer uses such personal information for:

收集和使用权个人信息对于其人力资源和业务职能的运作至关重要。雇主将此类个人信息用于：

- Managing the recruitment process;
- 管理招聘流程；
- Determining eligibility for employment or engagement;
- 确定就业或聘用资格；
- Managing employees' work-related benefits and performance management;
- 管理员工的工作福利和绩效管理；
- Maintaining our Employer, family of schools, employees and students' security, health, and safety, including the performance of internal audits or investigations;
- 维护我们的雇主、学校家庭、员工和学生的安全、健康和保障，包括进行内部审计或调查；
- Complying with labour and employment statutes and other applicable law; and
- 遵守劳动和就业法规以及其他适用法律；以及
- Monitoring recruitment or employment related statistics to carry out its obligations and exercise specific rights in relation to employment.
- 馆里招聘或就业相关统计数据，以履行其义务并行使与就业有关的具体权利。

### **DISCLOSURE OF PERSONAL INFORMATION**

#### **个人信息披露**

All personal information held by the Employer will be kept confidential, but the Employer may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which the information was collected, provide such personal information with the following recipients:

雇主持有的所有个人信息都将保密，但如果为了满足收集信息的目的或直接相关目的而有必要披露，雇主可以向以下接收者提供此类个人信息：

Asia International School Limited, its family of schools, its subsidiaries and affiliates;  
Agents or third party service providers who provide administrative, computer or other services to the Employer; and  
Public and Governmental Authorities.

亚洲国际学校有限公司、其所属学校、其子公司和附属公司；  
向雇主提供行政、计算机或其他服务的代理人或第三方服务提供商；以及  
公共和政府当局。

We may also need to share your personal information as required to respond to lawful requests and legal processes; to protect our rights and property and those of our agents, customers, and others, including to enforce our agreements and policies; and in an emergency, to protect the Employer and the safety of our students, schools, and employees or any third party.

我们可能还需要根据需要共享您的个人信息，以回应合法请求和法律程序；保护我们以及我们的代理人、客户和其他人的权利和财产，包括执行我们的协议和政策；在紧急情况下，保护雇主以及我们的学生、学校、员工或任何第三方的安全。

## **PROTECTION of PERSONAL INFORMATION**

### **个人信息保护**

We take the security of your information seriously and properly in accordance with the requirement of the law. We have internal policies and controls in place to ensure that your information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

我们认真对待您的信息安全，并按照法律要求妥善处理。我们制定了内部政策和控制措施，以确保您的信息不会丢失、意外销毁、滥用或披露，除非我们的员工在正确履行职责时，否则不会访问您的信息。

If your personal information is shared with a third party, the Employer will require that the third party use appropriate measures to protect the confidentiality and security of your personal information.

如果您的个人信息与第三方共享，雇主将要求第三方采取适当措施保护您个人信息的机密性和安全性。

The Employer will only retain your personal information for the duration necessary for the purposes of processing as identified by the Human Resources Department, unless there is a legal requirement to maintain it for a longer period.

雇主只会会在人力资源部确定的处理目的所需的时间内保留您的个人信息，除非法律要求保留更长时间。

## **YOUR RIGHTS**

### **您的权利**

As an information owner, unless otherwise specified by this notice or laws, you have the right to:

作为信息所有者，除非本通知或法律另有规定，否则您有权：

- access and obtain a copy of your information on request;
- 根据要求访问并获取您的信息复印件；
- rectify or correct inaccurate or incomplete personal information;
- 纠正或更正不准确或不完整的个人信息；
- require the Employer to submit your personal information to yourself or a designated person; and
- 要求雇主将您的个人信息提交给您自己或指定人员；和
- object to the collection, use or disclosure of your information at any time.
- 反对在任何时候收集、使用或披露您的信息。

If you would like to exercise any of these rights, please contact the Human Resources Department at [HR\\_Recruitment@harrowshanghai.cn](mailto:HR_Recruitment@harrowshanghai.cn).

如果您想行使这些权利，请通过以下方式联系人力资源部：[HR\\_Recruitment@harrowshanghai.cn](mailto:HR_Recruitment@harrowshanghai.cn)。