Applying Position: Choose an item.

**I. PERSONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | LAST NAME (Eng.) | Last Name (English) | FULL NAME  (Original Language) | Full Name (Chinese, Japanese, or Korean) |
| FIRST NAME (Eng.) | First Name (English) |
| DATE OF BIRTH | YYYY/MM/DD | NATIONALITY | Choose an item. |
| GENDER | Male  Female | PHONE No. | Phone Number |
| E-MAIL | your\_email\_address@e-mail.com | | |
| PERMANENT ADDRESS | Permanent address | | |

**2. EDUCATIONAL BACKGROUND (university-level and up)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PERIOD | | INSTITUTION | MAJOR | DEGREE |
| FROM | TO |
| YY/MM | YY/MM | Institution | Major | Choose an item. |
| YY/MM | YY/MM | Institution | Major | Choose an item. |
| YY/MM | YY/MM | Institution | Major | Choose an item. |

**3. WORK EXPERIENCE (6 months or longer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PERIOD | | ORGANIZATION | LOCATION | POSITION/MAIN DUTIES |
| FROM | TO |
| YY/MM | YY/MM | Organization | Location | Position & Main Duties |
| YY/MM | YY/MM | Organization | Location | Position & Main Duties |
| YY/MM | YY/MM | Organization | Location | Position & Main Duties |
| YY/MM | YY/MM | Organization | Location | Position & Main Duties |

**4. LANGUAGE & OTHER SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS | TEST NAME | SCORE | ACQUIRED DATE |
| Skills | Test Name | Score | YYYY/MM/DD |
| Skills | Test Name | Score | YYYY/MM/DD |
| Skills | Test Name | Score | YYYY/MM/DD |
| OTHER WORK-RELATED SKILLS | | Other work-related skills | |

**5. REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ORGANIZATION / TITLE | RELATIONSHIP | CONTACT INFO. |
| Name | Organization / Title | Relationship | Contact Information |
| Name | Organization / Title | Relationship | Contact Information |

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE. I AGREE THAT ANY FRAUDULENCE IN THIS APPLICATION SHALL BE GROUNDS FOR TERMINATION OF EMPLOYMENT.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. STATEMENT OF PURPOSE**

|  |
| --- |
|  |