

**APPLICATION FOR EMPLOYMENT**

**ĐƠN XIN VIỆC**

**Please fill in this form in English.**

*Đề nghị điền vào đơn này bằng tiếng Anh.*

**PERSONAL DATA**

*THÔNG TIN CÁ NHÂN*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FULL NAME:**  *Họ và Tên:* | | | Male  *Nam* | Female  *Nữ* |  |
| Height:  *Chiều cao* | Weight:  *Cân nặng:* | Any glasses:  *Cận/Viễn thị:* | Do you smoke?  *Bạn có hút thuốc không?* | Yes  *Có* | No  *Không* |

**POSITION APPLIED**

*VỊ TRÍ DỰ TUYỂN*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. First choice/*Lựa chọn thứ nhất* | |  | 1. Second choice/*Lựa chọn thứ hai* | |  |
| Non-supervisory level  *Dưới cấp bậc giám sát* | Supervisory level or above  *Trên cấp bậc giám sát* | | Non-supervisory level  *Dưới cấp bậc giám sát* | Supervisory level or above  *Trên cấp bậc giám sát* | |

HOTEL DEPARTMENT/*Các bộ phận trong Khách sạn*

|  |  |  |
| --- | --- | --- |
| Executive Office  *Văn phòng Điều hành* | Housekeeping  *Buồng, phòng* | Reservation  *Đặt phòng* |
| Accounting - Finance  *Tài chính - Kế toán* | Human Resources  *Nhân sự* | Sales  *Kinh doanh* |
| Engineering  *Kỹ thuật* | Kitchen  *Bếp* | Security  *Bảo vệ* |
| Front Office  *Tiền sảnh* | Marketing  *Tiếp thị* | Others:  *Những bộ phận khác* |
| Food & Beverage  *Ẩm thực* | Public Relations  *Quan hệ công chúng* |  |

|  |  |
| --- | --- |
| **ADDRESS***/Địa chỉ* | **CONTACT DETAILS***/Chi tiết liên lạc* |
| Temporary address/*Địa chỉ hiện tại:* | Home Tel. No/*ĐTNR:*  Contact telephone No./*DĐ:* |
| Registered address/*Địa chỉ đăng ký hộ khẩu:* | Office Tel No./*ĐTCQ:*  Email: |
| POB*/Nơi sinh:*  Date of birth*/Ngày sinh:*  Age*/Tuổi:* | Personal tax code*/Mã số thuế cá nhân:*  Social Insurance Book No*/Số sổ BHXH:*  ID Card No*/Số CMND:*  Issued by*/Nơi cấp:*  Date of issue*/Ngày cấp:* |

Marital status: Single Married Divorced Widowed

*Tình trạng hôn nhân Độc thân Kết hôn Ly dị Goá vợ/chồng*

Number of children: Age:

*Số con Tuổi*

**EDUCATIONAL RECORD**

*QUÁ TRÌNH HỌC TẬP*

|  |  |  |  |
| --- | --- | --- | --- |
| Education Level  *Trình độ học vấn* | Name, address of  Educational Organizations  *Tên, địa chỉ của Tổ chức Giáo dục* | Duration  (mm/yyyy-mm/yyy)  *Thời gian* | Qualification  (Major)  *Bằng cấp đạt được* |
| Please fill in the highest education only *(Chỉ điền vào trình độ cao nhất)* | | | |
| High school  *PTTH* |  |  |  |
| Vocational  *Trường dạy nghề* |  |  |  |
| University  *Trường đại học* |  |  |  |
| Others  *Khác* |  |  |  |

**EMPLOYMENT RECORD**

*QUÁ TRÌNH CÔNG TÁC*

Please fill in all employment, starting from most recent job:

*Xin ghi tất cả công việc đã làm từ trước tới nay, bắt đầu từ công việc gần nhất:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  month/year to month/year  *Từ tháng/năm*  *đến tháng/năm* | Company’s name & address  *Tên và địa chỉ*  *công ty* | Position  *Chức vụ* | Brief duties  *Nhiệm vụ* | Reason for leaving  *Lý do xin*  *nghỉ việc* |
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| --- | --- | --- | --- |
| Can we contact your employer(s)?  *Chúng tôi có thể liên hệ với công ty của Bạn?*  Yes*/Có* No*/Không* | | Are you self-employed?  *Bạn làm nghề tự do?*  Yes*/Có* No*/Không* | |
| Do you agree to work shift?  *Bạn có chấp nhận làm ca không?* | Yes*/Có* No*/Không* | | |
| Salary expectation?  *Mức lương mong muốn của Bạn?* | | | |
| If you are accepted, how long your notice of resignation?  *Nếu được nhận, Bạn cần bao nhiêu thời gian để từ chức?* | | |  |

**PROFICIENCY IN FOREIGN LANGUAGES**

*TRÌNH ĐỘ NGOẠI NGỮ*

Please cross where applicable/*Xin đánh dấu X vào nơi phù hợp*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Languages | Speaking | | | Reading | | | Writing | | |
| Good | Fair | Poor | Good | Fair | Poor | Good | Fair | Poor |
| English |  |  |  |  |  |  |  |  |  |
| French |  |  |  |  |  |  |  |  |  |
| Japanese |  |  |  |  |  |  |  |  |  |
| Chinese |  |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |  |

**OTHER SKILLS**

*KỸ NĂNG KHÁC*

Computer softwares:

*Các phần mềm máy tính*

Others, please specify:

*Kỹ năng khác, hãy liệt kê cụ thể*

**REASON TO JOIN HOTEL NIKKO SAIGON**

*LÝ DO XIN VÀO LÀM VIỆC Ở KHÁCH SẠN NIKKO SAIGON*

Why do you want to work at Hotel Nikko Saigon? How will your educational & professional background benefit Hotel Nikko Saigon?

*Tại sao Bạn muốn làm việc cho Khách sạn Nikko Saigon? Kỹ năng của Bạn sẽ đóng góp gì cho Khách sạn Nikko Saigon?*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OTHER INFORMATION**  *THÔNG TIN KHÁC*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Have you joined the Military Service?  *Bạn đã từng thực hiện nghĩa vụ quân sự?* | Yes  *Có* | | No  *Không* | Exempted  *Được miễn* | | Do you have any family members currently working at Hotel Nikko Saigon? If yes, please state full names.  *Gia đình Bạn có ai đang làm việc cho Khách sạn Nikko Saigon không? Nếu có, hãy ghi rõ họ & tên?* | | | | | | Yes  *Có* | | No  *Không* | | | | Do you have any family members currently working in another hotel in Ho Chi Minh City? If yes, please state name of hotel(s)?  *Gia đình Bạn có ai đang làm việc cho khách sạn khác tại Thành phố Hồ Chí Minh không? Nếu có, hãy ghi rõ tên khách sạn?* | | | | | | Yes  *Có* | | No  *Không* | | | | I certify that all information given in this application is true and complete to the best of my knowledge. I understand that willful misrepresentation, false statements or facts will be adequate ground for dismissal.  *Tôi xin cam đoan tất cả những thông tin ghi trong đơn xin việc này hoàn toàn đúng sự thật và đầy đủ. Tôi hiểu rằng việc đưa ra các thông tin, số liệu sai lạc sẽ là cơ sở dẫn đến việc bị sa thải.* | | | | |   Applicant’s signature: Date:  *Chữ ký người làm đơn Ngày làm đơn* |