

求职计划书

Plan for Seeking Employment

1. 个人事项 / Personal Information

姓名 Full Name	Surname(英文)	Given names(英文)	中文姓名	性别 Gender
出生年月日/外国人登录证号码 Date of Birth or Alien Registration No.(if any)			国籍 Nationality	
毕业学校 Name of University or College		专业 & 学位 (预毕业) Major & Degree (Graduate-to-be)	工作经验 Work Experience	

2. 求职事项 / Desired Employment Detail

业种 Occupational Category		单位名称 Name of company	期望薪资 Salary
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3. 求职计划 / Plans for Employment-seeking Activities

第一月 / 1st month	
第二月 / 2nd month	
第三月 / 3rd month	
第四月 / 4th month	
第五月 / 5th month	
第六月 / 6th month	

4. 滞留费用及支付方式 / Financing Plan for Living Costs

现金 Cash		存款 Deposit		信用卡 Credit card		汇款 Remittance	
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5. 确认事项 / Notice

- 实习社员开始研修或变更研修单位时，须在14日之内办理申告手续。
Persons who are placed on probation or have the training company changed are required to report within 14days to Immigration office.
- 已正式签订劳动合同时，须办理滞留资格变更许可后才可开始劳务。
They must start to work after having their stay visa changed by Immigration office when they make an official working contract.
- 求职期间非法就业等违反法律者，将给予处罚。
Persons who have violated applicable laws and regulations by illegally working while seeking jobs are supposed to be punished.