**Company Information招聘單位資料**

|  |  |  |
| --- | --- | --- |
| Company Name公司名稱 | In Chinese 中文 |  |
| In English 英文 |  |
| Industry 行業性質 | 選擇一個項目。 |
| Business Registration No. 商業登記編號 |  |
| Company Introduction公司簡介 |  |
| Contact Person聯絡人 |  |
| Address公司地址 |  |
| Phone Number電話號碼 |  |
| Fax Number傳真號碼 |  |
| E-mail Address電郵地址 |  |
| Website網址 |  |
| Remarks備註 |  |

**Employment Advertisement 招聘廣告**

|  |  |  |
| --- | --- | --- |
| Job Vacancy招聘職位 | In Chinese 中文 |  |
| In English 英文 |  |
| Types of Employment職缺類型 | [ ] Full-Time全職 [ ] Part-Time兼職 [ ] Full/ Part-Time全/兼職 [ ] Internship實習 [ ] 其他，請註明  |
| No. of Vacancies招聘人數 |  |
| Job Description工作描述 |  |
| Requirements應聘要求 |  |
| Recruit Target招聘對象 | 選擇一個項目。 |
| Salary/Benefits薪酬/福利 |  |
| Supporting Documentation for Applicants申請者需提交資料 | [ ] Resume個人履歷 [ ] Cover Letter求職信 [ ] Recommendation Letter 推薦信 [ ] Transcripts 成績單 [ ] ID Copy證件副本 [ ] 其他，請註明  |
| Remarks備註 |  |

**Remarks 備註：**

1. Please fill in the form and send back to cecp@must.edu.mo. All the advertisements posted at our website and bulletin board shall not promote any non-recruitment information nor events, and are subject to the final approval of CECP.

請填妥表格並電郵到cecp@must.edu.mo。所有於本中心網頁及告示板刊登之廣告不能包含與招聘無關之信息，中心保留審批及廣告刊登的最終權利。

1. For first time applicants, please attach the updated copy of business registration certificate (first page) in the e-mail.
對於首次於大學刊登招聘廣告的公司，請於電郵中附上最新的商業登記副本首頁。