

授权书

Letter of Authorization

我 （全名）在此授权美的集团对我提供的个人履历信息进行核实， 并在必要时向有关机构和个人进行问询。

I, (full name), hereby authorize Midea Group, to verify all the personal background information I have provided, and to conduct necessary inquiries with related organization(s) and/or person(s).

我授权有或了解有关情况的机构和个人向美的集团如实披露相关信息，并免除上述机构和个人在信息提供过程中可能产生的法律责任。此授权书有效期限为自签订之日起至信息核实结束日止。

I hereby authorize all the related organization(s) and/or person(s) to disclose information truthfully regarding the inquiries conducted by Midea Group. I waive all rights of pursuing liabilities which may occur during the disclosure with any organization(s) and/or person(s). This letter is effective from the date it is signed and shall be expired when your background screening process is completed.

此授权书复印件与原件有同等法律效力。

A photocopy of this letter should be accepted as same as the original.

中文名

Chinese Name

英文名

English Name

身份证或护照号码

ID No. or Passport No.

日期

Date

签名

Signature

## Employee Details：员工信息

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  **姓名：** |  | **Date：YY**-**MM**-**DD**  **日期：** |  |
| **Applied Position: 应聘岗位：** |  | **Affiliated Organization：**  **所属组织：** |  |
| **Recruiter: 招聘专员：** | 此项勿填 | **Checked By:**  **调查人：** | 此项勿填 |

## Referee Details: 证明人资料

## Require：At least 2 Referees，one is the line manager, the other is the related HR. If you can’t provide accordingly, please explain the reason

## 要求：必须填写过往工作经历至少两位证明人，其中一位是直接上级，另外一位是该公司HR，如无法提供或者以上证明人不配合属于特殊情况，需说明原因

## First Rreferee-Line manager

## 证明人1：直接上级

|  |  |
| --- | --- |
| **Company Name: 公司名称** | Referee’s company name 证明人公司名称 |
| **Telephone Number: 电话** | Referee’s contact phone number 证明人联系电话 |
| **Person Contacted: 联系人** | Referee’s name 证明人姓名 |
| **Position: 职位** | Position title of referee‘  证明人职位名称 |

## Second Rreferee-HR

## 证明人2：人力资源部同事

|  |  |
| --- | --- |
| **Company Name: 公司名称：** | Referee’s company name 证明人公司名称 |
| **Telephone Number: 电话** | Referee’s contact phone number 证明人联系电话 |
| **Person Contacted: 联系人** | Referee’s name 证明人姓名 |
| **Position: 职位** | Position title of referee  证明人职位名称 |