

## 入职材料（适用于北京、上海、深圳、西安、成都）

1. ID Card original and copy (Only fit for Chinese)

身份证原件和复印件(适用于中国国籍的新员工)

2. HuKou (copy of the first page and your own page)(Only fit for Chinese)

户口本首页和本人页的复印件(适用于中国国籍新员工)

3. Passport original and copy (with signature on the last page)

护照原件和复印件(尾页请签名)

4. Certificates supporting your educational qualification/degree (original and copy)

学历学位证明的原件和复印件

5. Your latest salary certificate from your former employer; (Not required for graduates)

您最近一家公司开具的薪水证明,或者您的工资条,工资户的银行打印清单(毕业生不需要提供)

6. Your relieving letters from previous company worked in; (Not required for graduates)

您最近一家公司的离职证明 (毕业生不需要提供)

7. Bank Card of China Merchants Bank

办理一张招商银行的工资卡,用于支付工资(开户行务必是招行)

8. Scan of your ID Card, HuKou (the first page and your own page), Passport, Educational Certificates(pdf format in zip file)

您的身份证,户口本首页和您本人页,护照,学历学位证明,工资证明,离职证明的扫描件,保存为 PDF,并压缩在 ZIP 文件包。(以上文件请分开彩色扫描,每一项保存为独立的 PDF。其中身份证彩色扫描件与原件同样大小,且正反两面都扫在同一页 PDF)

注意：

Preferably relieving Letters from ex-employers should contain the following information:

最近一家公司的离职证明应或者至少包括以下信息:

1. Previous dates of employment including start and end dates;

入职和离职的准确日期 (必须提供)

2. Job title;

职务名称 (不做必须要求)

3. This should all be on the company's letterhead, signed and chopped by your supervisor.

离职证明应盖有公章并且有相关负责人的签字。(必须提供)

## 入职材料（适用于武汉）

1、1 inch photos (with white background color and dark clothes) and digital negative(jpeg format);

1张1寸电子档照片

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您的身份证,户口本首页和您本人页,护照,学历学位证明,工资证明,离职证明的扫描件,保存为

PDF,并压缩在 ZIP 文件包。(以上文件请分开彩色扫描,每一项保存为独立的 PDF。其中身份证彩色扫描件与原件同样大小,且正反两面都扫在同一页 PDF)

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