Please input information in English unless required (You may fill out the below details in Chinese) 若无特别注明，请使用英文回答以下问题(若不能确定英文写法,请正确填写中文)

**HR Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | M | D | D | Y | Y |

# Position Desired Expected Monthly Base Pay Date Available

应聘职位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 期望月基本工资 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 可入职时间

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**Provide GEID if you had ever worked for Citi (including direct hire, intern, and staff hired via agencies):**

您是否就职过花旗(含直接雇佣员工,实习生,通过中介雇佣的员工)?如果是,請提供您的工号

|  |
| --- |
| **PERSONAL INFORMATION 个人信息** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | M | D | D | Y | Y |

**Prefix** 称谓  Mr. 先生 Ms. 女士 **Date of Birth** 生日

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| **First Name** 名 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Last Name** 姓 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Name in Chinese** 姓名(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has Alias or not** 是否有别名或曾用名 Yes 是 No 否

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| **First Name** 名 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Last Name** 姓 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Alias in Chinese** 别名或曾用名(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Contact Information** | **Country Code** |  |  | **Mobile Phone Number** |  |  |  |  |  |  |  |  |  |  |  |
| 联系方式 | 国家代码 | 手机号码 |

**Personal Email Address** 个人邮箱地址 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ID Card #** (For Locals)  身份证号码 (当地员工适用) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Taibao Cert #** |  |  |  |  |  |  |  |  |  | **TongXing Cert #** |  |  |  |  |  |  |  |  |  |  |

(For Taiwanese) 台湾居民来往大陆通行证号码 (台湾员工适用) (For Hong Kongers) 港澳居民来往内地通行证号码 (香港员工适用)

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| **Passport #** |  |  |  |  |  |  |  |  |  |  |  |

**Country of Issue**

签发国家 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For foreigners) 护照号码 (外籍员工适用)

**Birth Country Marital Status Gender**

出生国家 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 婚姻状况  Single 单身  Married 已婚 性别  M  F

**Citizenship**

国籍 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Native  Naturalized Naturalized Permanent Resident

美国本地人 入美国籍 (Green Card Holder for US) 美国永久居留权(绿卡持有者)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **US Social Security #**  美国社保号码 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | FICA Status  是否需要缴纳美国社保 |  | Subject  是 |  | Exempt 否 |

**Father’s Full Name** 父亲姓名

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **First Name** 名 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Last Name** 姓 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Name in Chinese** 姓名(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mother’s Maiden Name** 母亲姓名

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| **First Name** 名 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Last Name** 姓 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Name in Chinese** 姓名(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Home** | **Country Code** |  |  | **Area Code** |  |  |  |  | **Phone Number** |  |  |  |  |  |  |  |  |  |  |  |
| **家庭** | 国家代码 | 地区代码 | 电话号码 |

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| --- |
| **RESIDENTIAL ADDRESS 联系地址** |

**Residential Address**

联系地址 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** 城市 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postal Code** 邮编 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residential Address in Chinese**

联系地址(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Domicile City Domicile City in Chinese**

户籍城市 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 户籍城市(中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Domicile Address**

户籍地址（中文 ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Domicile Province(Mainland China) 户籍省份（大陆地区）**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ANHUI  安徽省 |  | | BEIJIN  北京市 |  | CHONGQ  重庆市 |  | FUJIAN  福建省 |  | GANSU  甘肃省 |
|  | GUANGD  广东省 |  | | GUANGX  广西壮族自治区 |  | GUIZHO  贵州省 |  | HAINAN  海南省 |  | HEBEI  河北省 |
|  | HEILON  黑龙江省 |  | | HENAN  河南省 |  | HUBEI  湖北省 |  | HUNAN  湖南省 |  | INNERM  内蒙古自治区 |
|  | JIAGSU  江苏省 |  | | JIAGXI  江西省 |  | JILIN  吉林省 |  | LIAONI  辽宁省 |  | NINGXI  宁夏回族自治区 |
|  | QIGHAI  青海省 |  | | SHAANX  陕西省 |  | SHANDO  山东省 |  | SHANGH  上海市 |  | SHANXI  山西省 |
|  | SICHUA  四川省 |  | | TIANJI  天津市 |  | TIBET  西藏自治区 |  | YUNNAN  云南省 |  | ZHEJIA  浙江省 |
|  | XINJIA  新疆维吾尔自治区 | |  |  |  |  |  |  |  |  |

**Starting with your current address and in descending date order, please list down all your previous addresses within the last 10 years.**

**(请填写您最近10年内所有的居住地址,从当前居住地址开始按照时间倒序填写。)**

**Address (地址)**

|  |
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| **SKILLS 技能 (Please indicate the level for each item : B for Basic, I for Intermediate & A for Advanced for IT 请用字母标明各项技能水平: B-初级, I - 中级, A - 高级)** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Languages**  **语言能力** | **Speak**  **说** | | | **Read**  **读** | | | **Write**  **写** | | | **Listening**  **听** | | | **PC Skills**  电脑技能 | **Ability**  **技能水平** | | |
| **English**  **英语** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **Microsoft Word** | **B** | **I** | **A** |
| **Mandarin**  **中文** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **Microsoft Excel** | **B** | **I** | **A** |
| **Cantonese**  **粤语** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **Microsoft PowerPoint** | **B** | **I** | **A** |
| **Others**  **其他 \_\_\_\_\_\_\_\_\_** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **B** | **I** | **A** | **Others**  **其他 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **B** | **I** | **A** |

|  |
| --- |
| **REFERENCE INFORMATION 证明材料** |

Where did you find out about the job openings? E-recruit / Agency / Write In / Advertisement / Employee Referral / Others (Please

您在何处得知此应聘需要？ specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

花旗电子招聘管理系统 / 代理机构 / 广告 / 花旗员工推荐 / 其他 （请注明）

**Have you worked for Citi before?**  Yes 是  No 否

以前您是否就职过花旗

|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

**If yes, please state Previous Employee ID**

如果是, 请注明 曾用员工号码

**Position**

部门/职位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location**

地点/国家 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| M | M | D | D | Y | Y |

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| M | M | D | D | Y | Y |

**Employment Period From To**

就职时间 自 至

**Reason For Leaving**

离职原因 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you ever applied to work in Citi before?**  Yes 是  No 否

以前您是否求职于花旗

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | M | D | D | Y | Y |

**If yes, when Application Date**

如果是, 何时申请过 申请日期

**Position Applied For**

应聘职位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outcome of Application**

应聘结果 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **RELATIVE INFORMATION 亲属信息** |

**If you are from overseas (including Hong Kong, Macao and Taiwan), is your spouse relocating with you?**

如果您是外籍或港澳台人士, 您的配偶是否随您搬迁到您工作所在城市？  Yes 是  No 否

**If you are from overseas (including Hong Kong, Macao & Taiwan), are all your children relocating with you?**

如果您是外籍或港澳台人士，您的子女是否随您搬迁到您工作所在城市？  Yes 是  No 否

|  |
| --- |
| **PERSONAL DECLARATIONS 个人声明** |

**1) Have you ever been arrested/detained/involved in any lawsuits or are you suspected to be the subject of a criminal or other illegal case or regulatory breach, and are subject to on-going investigation by any judicial authority, administrative department or regulatory authority?**

您是否曾经被捕/拘留或涉及任何法律诉讼案件，或涉嫌犯罪或其他违法违规案件，正在接受司法机关或者行政部门、监管机构依法审查并尚未结案？  Yes 是  No 否

**If yes, state particulars**

如果是，请详述日期，地点及具体事项 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2) Have you ever taken any prohibited drugs?**

您是否曾经服用过违禁药品  Yes 是  No 否

**If yes, please explain**

如果是, 请详述日期和药品名称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3) Do you have dishonesty records on failing to follow the provisions of the State, court orders or the contract/agreement to pay breach penalty/compensation or to perform other obligations? Or do you have any delinquency in your credit history?**

您是否有不按照国家规定、司法判决或合同/协议约定支付违约金、赔偿金或其他未履约的失信记录？或是有过不良信用记录？

Yes 是  No 否

**If yes, state details**

如果是，请详述日期及具体事项 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4) Have you ever been penalized by the regulatory authority or are prohibited by the financial regulatory institution from engaging in the banking business, and the prohibition period has not yet expired?**

您是否受到监管机关监管处罚，或被金融监管机构禁止从事银行业务，禁入期未满的？  Yes 是  No 否

**If yes, state particulars**

如果是，请详述日期及具体事项 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5) Do you have any the job-departure audit requirement according to relevant provisions while still haven't been finished?**

**您是否需按有关规定进行离任审计但尚未完成？**  Yes 是  No 否

**If yes, state particulars**

如果是，请详述单位名称，所任职位及离任生效日 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6) Do you have any banking-related licenses?**

您是否拥有与银行业相关的证书或执照?  Yes 是  No 否

**If yes, please explain**

如果是, 请详述证书/执照名 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7) Have you ever been asked to resign or has your labor contract ever been terminated by or rescinded by your former employer due to gross negligence of duty, violation of any law or discipline or due to other cause? Or did you depart from your job unilaterally without lawfully rescinding or terminating the labor contract with the former entity?**

您是否曾被要求辞职或因严重失职、违法违纪等原因被原单位开除或解除劳动合同的？您是否未与原单位依法解除或终止劳动合同而擅自离职？  Yes 是  No 否

**If yes, state particulars**

如果是，请详述日期，单位名称及具体事项\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8) Have you ever been given an internal sanction or penalty by the former entity? Please state in details.**

您是否受到任何一原工作单位内部处分、处罚或行为整改？  Yes 是  No 否

**If yes, please explain**

如果是, 请详述单位名称、处罚时间及被处罚原因 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9)** Are **you still in on-going proceedings of labor arbitration or labor dispute lawsuit with your former employer?**

您是否与原单位存在尚未结束的劳动仲裁或劳动争议诉讼？  Yes 是  No 否

**If yes, state details**

如果是，请详述单位名称及具体事项 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10) Do you plan to engage in other work while employed by Citi?**

受聘于花旗时，您是否计划同时从事其他工作？ Yes 是  No 否

**If yes, please explain**

如果是, 请详述单位名称及职位名称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11) Have you been found personally responsible for a risk liability event at any of your former employers, and are still in the liability determination period or punishment period or the subsequent punishment opinions have not yet been rendered?**

您是否在原单位发生风险责任事项，处于责任认定期、处理期或后续处理意见仍未落实？ Yes 是  No 否

**If yes, please explain**

如果是, 请详述单位名称以及具体事项 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12) Are you still in the non-competition period? Or are you still bonded with an employer (including agreed post-employment contract obligation)?**

您是否处于竞业限制期限内？是否与原单位有未解除的除劳动关系以外的其他约定或协议（包括劳动合同中约定的解除之后仍应履行的义务）？  Yes 是  No 否

**If yes, please explain**

如果是, 请详述单位名称及协议内容和有效期限 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13) Have you ever worked for accounting firms and ever conducted Citi audits?**

您是否曾经就职于会计师事务所并对花旗进行过审计？  Yes 是  No 否

**If yes, please state details**

如果是, 请详述单位名称，职位名称及具体时间 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14) Do you have any relatives employed by Citi Subsidiaries & Affiliates? Are you related to any member of the Citi Board of Directors or any member of the Citi Operating Committee?**

您是否有亲属受雇于花旗集团子公司及关联公司? 您是否有亲属是花旗集团董事会的成员，或是花旗集团操作风险委员会的成员？  Yes 是  No 否

**If yes, state details**

如果是，请详述亲属名字，单位名称及所任职位

**If your answer to Question 14 is “Yes”, please provide information in details below.** **Failure to disclose the relationship may result in disciplinary action, up to and including termination of employment contract.** 如果您第14题回答为“是”，请在下面详细列明。隐瞒或不如实申报亲属关系将导致纪律处罚甚至解除劳动合同。

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**1. Relative's Name**

亲属姓名

**Relative's Business Unit Relative's Department**

亲属业务单位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 亲属部门 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relative's Title (Functional, Officer, C-Level if available) Nature of Relationship**

亲属职位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 亲属关系 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relative's GEID**

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亲属员工号

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**2. Relative's Name**

亲属姓名

**Relative's Business Unit Relative's Department**

亲属业务单位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 亲属部门 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relative's Title (Functional, Officer, C-Level if available) Nature of Relationship**

亲属职位 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 亲属关系 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relative's GEID**

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亲属员工号

**Employment** includes regular or temporary full- or part-time employment with Citi. It also includes summer, seasonal or other internships, whether paid or unpaid.

**Employee** includes any individual employed by Citi under such Employment arrangements.

**雇用关系**包括与花旗存在正式或临时的全职或兼职雇用关系。它还包括夏季、季节性或其他形式的实习，不论支付薪资与否。

**员工**包括花旗在此类雇用关系下雇用的所有人员。

**Immediate Family Members** are spouses, domestic partners, civil union partners, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, siblings, wards, or equivalent relationships, and any person (other than a tenant or domestic help or other domestic employee) who shares the person’s household. Immediate Family Members also includes in-laws and step-relatives in these same relationships.

**Relatives** are Immediate Family Members as well as aunts, uncles, nieces, nephews, cousins, and in-laws, and step-relatives in these same relationships, even if they don’t share the person’s household.

**直系亲属**包括配偶、同居伴侣、同性伴侣、父母、祖父母、曾祖父母、子女、孙子女、重孙子女、兄弟姐妹、监护人或同等关系以及和该人住在一起的所有人员（不包括承租人、佣人或其他家庭雇佣人员）。直系亲属还包括处于以上同等关系中的姻亲和继亲。

**亲属**是指除了直系亲属以外，还有姨母、姑母、伯母、叔母、舅母、姨父、姑父、伯父、叔父、舅父、侄女、外甥女、侄子、外甥、堂兄弟姐妹、表兄弟姐妹以及处于以上同等关系中的姻亲和继亲，即使他们不与该人同住。

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| **ACKNOWLEDGEMENT　确认** |

I hereby apply for employment in Citi. I certify that all statements made in this application and other information provided in relation to this application, to the best of my knowledge, are true. I have not knowingly withheld any fact or circumstances, which would, if disclosed, affect my application unfavorably. I understand that any false information or material on this application will be sufficient cause for termination at any time if employed. I also authorize Citi, and its officers, employees and authorized representatives to check/verify any information contained in this application. **“Citi**” where the context permits includes not only the specific employer legal entity (eg, Citibank (China) Co., Ltd. or Citigroup Services and Technology Limited) but also all its and Citigroup Inc’s affiliates.

CREDIT CHECK

I hereby agree to provide my credit report or other credit certificate according to Citi’s request and authorize Citi to conduct a background review of my credit information as required, such as credit history of past and pending loans, credit card accounts and other asset accounts and payment history as a condition of my being offered employment. I fully understand that it will be a sufficient cause for not being recruited or termination if I fail to provide individual credit report and certificate to Citi or my credit conditions do not satisfy the requirements of Citi. I hereby hold Citi and its officers, employees and authorized representatives, free and harmless against any loss, damage or liability arising from or as a result of the execution of this authority.

BACKGROUND CHECK

I further authorize Citi and its officers, employees and authorized representatives to verify and investigate from whatever sources it may consider appropriate for all information given by me on my curriculum vitae, application form, and other documents I submit in support of my application for employment with Citi.

PERSONAL DATA AUTHORIZATION

I fully understand and accept that in the evaluation of my application and, if hired, for the duration of my employment and after I have ceased to be Citi’s employee, information regarding me, my application, my personal circumstances, background, credit experience, service record and other employment data (collectively, "**Personal Data**") may (i) be shared between and among the branches, subsidiaries and affiliates of Citi or their agents and authorized third parties; and/or (ii) be disclosed to any authority (in China or abroad, including any court or regulator with jurisdiction over any Citi affiliate). I further understand and accept that Citi maintains computer systems in data centers and at other locations in the United States of America and in various countries throughout the world and that Citi and its affiliated companies may collect, store, process, disseminate or use my Personal Data in a manner that causes it to be transferred or accessed from computer systems owned or operated by or on behalf of Citi or its affiliated companies throughout its global computer network. By signing this form, I expressly manifest my consent to Citi's collection, storage, processing, dissemination or use of my Personal Data for all purposes relating to Citi's or its affiliated companies' administration of its human resources policies and programs or in order to lawfully comply with any applicable regulatory or judicial enquiry or request. **(“Applicable**” means as it may apply to any Citi affiliate.) This paragraph shall survive and be in addition to, any subsequent authorizations I give in respect of my Personal Data in any contract of employment or other agreement with Citi.

I accept that failure of consent to the credit check and background check will render me ineligible for employment.

本人特此申请花旗的职位并谨此确认本人在本申请表中提供的所有信息以及其他本人所提供的与本次职位申请相关的信息，据本人所知，是真实及准确的；且未蓄意隐瞒任何可能对本人的申请不利的事实或情况。本人已被告知并且确认，若任何上述信息或材料在作出时或视为作出时在任何方面被证实是不正确的，花旗有权随时解除、终止与本人的劳动合同。本人在此也授权花旗及其员工、代表对本申请书上填报的信息进行验证和核查。在上下文允许的情况下，在本申请表中使用之“花旗”不仅包括具体的聘用机构（如花旗银行（中国）有限公司或花旗金融信息服务（中国）有限公司），还包括所有其或花旗集团的关联机构。

信用查证

作为花旗考虑是否聘用本人的条件之一，本人同意根据花旗的要求提供本人的个人信用报告或其他信用证明，并同意花旗根据需要对本人的信用状况进行必要的查证，包括以往的信用记录、未偿还欠债、信用卡帐户记录、资产记录及还款记录。本人理解，若未按要求提供个人信用报告和证明，或本人个人信用状况不符合花旗的要求，花旗有权不予录用或解聘。对于花旗员工及其代表在根据本人授权进行信用查证过程中引起的任何损失、损害或责任，本人确认花旗及其员工、代表对此无需承担任何责任。

背景查证

本人进一步授权花旗及其员工、代表可通过任何渠道核实并调查由本人提供的与本次申请花旗的职位相关的所有信息，包括履历、申请表和其他相关文件。

个人信息授权

本人充分了解并且接受在职位申请期间及被聘用后（包括离职后），关于本人的及本次申请的个人信息包括个人情况、背景、信用状况、服务记录和其他就业数据（以下简称“个人信息”）有可能在花旗之分支机构、子公司及其关联公司或前述机构之代理或被授权的第三方内被分享；和/或(ii)向任何权力机关(无论在中国境内或境外，包括法院或对花旗任何关联机构具有管辖权的监管部门)披露。本人进一步理解及同意花旗及其关联公司可以通过其在美国及全球各地设立的数据中心保存本人的个人信息，并且可以通过由花旗及其关联公司或代表花旗及其关联公司拥有或运行的全球电脑系统收集、存储、处理、转发或使用本人的个人信息。通过签署本申请表，本人明确同意花旗及其关联公司可以收集、存储、处理、转发或使用本人的个人信息用于花旗或其关联公司的人力资源管理有关的目的或合法遵守任何适用之法规规定的或司法的查询和要求之目的（“适用”是指对任何花旗的关联机构适用的情形）。本段系对此后本人在与花旗的任何劳动/聘用合同或协议所做出的授权进行的补充，且在该等授权结束后仍然保持有效。

本人接受，若本人不同意信用查证或背景查证，本人将不被聘用。

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**Applicant’s Name** 姓名 **Applicant’s Signature** 应聘人签字 Date 日期

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| **FOR HUMAN RESOURCES USE ONLY** |

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| **Action taken** |  | Turned down |  | Pending |  | Hiring |  | Others: |  |

**Department Hired** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Hired** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GOC Code**

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**Cost Center**

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**Start Date**

**If proposed action taken is “Hiring” and the answer to Question 14 of the above PERSONAL DECLARATIONS is “Yes”, responsible HR should further obtain sufficient approvals according to related staff approval grid before offer tendering.** 如果该候选人被建议雇佣并且上述个人声明第14题回答为“是”，人力资源负责人应按照亲属雇佣审批表获得充分批准后方可发出邀约函。

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| **AUTHORIZATION To FADV** |

I hereby authorize First Advantage (FADV) to verify information provided on this personal information form, and to conduct reference checks and other enquiries regarding my background, character and personal reputation. I authorize all persons who may have information relevant to Vendor enquiries to disclose it to Vendor. I release all such persons from liability on account of such disclosure to Vendor. I agree that a photocopy of this authorization be accepted with the same authority as the original.

本人授权首优咨询（FADV）对本人的在本个人信息表中提供的信息以及其他本人所提供的与本次职位申请相关的信息作出查证。首优咨询（FADV）可以对本人进行背景、品格及声誉的相关调查。本人进一步授权首优咨询（FADV）可通过任何渠道核实。本人授权首优咨询（FADV）与相关人员获取背景调查所需信息。对于相关被调查人因此背景调查所提供信息给首优咨询（FADV）的行为，本人将免除其法律责任。本人同意本授权书的复印件将与原件具有同等效力。

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| Signature（签名）: |  |
| Name（姓名的拼音）:  \*Please match official name in your Identity Card /Passport请与您身份证件上的名字保持一致 |  |
| Date of Birth （出生年月日）(YYYY/MM/DD): | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Y | Y | Y | Y | M | M | D | D | |
| Type of Identity Card and Identity Card Number（身份证件名称及号码）: |  |
| Sign off Date (签字日期) :  Please fill in today’s date (请填写今天日期） (YYYY/MM/DD) | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Y | Y | Y | Y | M | M | D | D | |