Period of Contract工人预订使用期限:………………………………………………………

Date: 日期………………………………………………….

Date of Request 申请日期…………………………………………… Expected Date预计用工日期: ………………………………

Requester Name申请人: ……………………………………………… Department 部门 ………………………………………………

Reason for Request 申请理由 ……………………………………………………………………………………………………………………

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| **Designation/ Position**  **职位** | **No. of Candidates**  **人数** | | **Skills, Qualification & Experience**  **任职要求** |
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| Signature of Department Supervisor 部门主管: | | Signature of Department Manager分管领导: | |
|  | |  | |

Remarks备注: …………………………………………………………………………………………………………………………………….

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HR Manager人力资源部 HR Director人力资源经理 Project Manager 项目经理

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| Acknowledgement of Receipt: Labour Companies Use Only  身份验证:仅供劳务公司存档使用 | |
| Labour Company: 劳务公司 | Stamp and Signature: 签名和盖章 |
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