爱蔓达

招聘需求审批表
New Hire Authorization Form

申请部门 Dept.		部门负责人 Head of Dept.		申请职位 New Hire Position		申请人数 No.of Staff	
申请日期 Application Date		招聘渠道 Recruitment Channel	A. 内部Internal B. 外部External		开始日期 Start Date		
合同期限 Contract Term/Duration		汇报对象 Reports to			其他汇报对象 Additional Reports to (Optional)		

招聘事由 Justification of Hire	招聘计划 Hiring Plan	A．符合计划编制/Budgeted HC B. 额外增加编制/Extra-Budgetary HC
	增 员 Added HC	A．增设职位/New Added Position B．原职位增加人力/Increase Manpower in Original Position C. 储备人力/Manpower Inventory
	补 员 Replacement HC	A．原职位离职/Replacement of Exit B．原职位调动/Replacement of Post Mobilization C．其他/Others

用工类型 Employment Type	A. 合同用工/Labor Contract B. 劳务用工/Service Contract C. 兼职/Part-time D. 实习生/Internship

职责概述 Overview of Responsibilities	

任职条件 Requirements for Job	基本条件 Basic Requirements	学位/Education Degree		专业/Major	
		任职资格证书 Qualification Certificate		人员类型 Staff Type	A. 外籍（海外）/Overseas Hire Expat B. 外籍（本土）/Local Hire Expat C. 中籍 /PRC National
	技能要求 Skills Required				
	经验要求 Experience Required				
	职业素养 Professional Quality				

部门负责人审核 Head of Dept. Review	理由陈述/Justification:
	签字/Signature: 日期/Date:

人力资源部意见 HR Comments	月薪建议/Monthly Gross Salary Proposed (RMB):
	年薪建议/Annual Gross Salary Proposed (RMB):
	福利标准（海外雇佣/本土雇佣/中国籍/Benefits (Local Hire Expat/Overseas Hire Expat/PRC National):
	年度奖金/Annual Bonus(RMB):
	特殊条件/Special Conditions:
	学校年度总成本/Total Annual Cost to School (RMB):
	预算审核 Budget Review — A. 预算内编制/Budgeted HC B.预算外编制/Extra-Budgetary HC ‖ 成本审核 Cost Review — A. 成本已审批/Approved Cost B.成本未审批/Unapproved Cost
	理由陈述（仅适用于预算外）/Justification (outside the budget only):
	签字/Signature: 日期/Date:

运营校长审批 （非教学人员） Operations Principal Approval (Non-Academic Hire)	
	签字/Signature: 日期/Date:

学术校长审批 （教学人员） Academic Principal Approval (Academic Staff)	
	签字/Signature: 日期/Date:

总校长审批 Head of School Approval	
	签字/Signature: 日期/Date: