

Letter of Authorization

To Whom It May Concern:

I hereby authorize the bearer to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to the bearer. I release all persons from liability on account of such disclosure.

授权书

致有关人仕:

我在此授权此授权书的持有人对我在职位申请和个人履历中所提供的资料进行核实，和按公司的酌情处理在有需要时进行查询。我授权持有或了解有关情况的人仕向此授权书持有人披露有关情况。我免除其因此可能产生的责任。

姓名

SIGNED

: _____

姓名正写

People's Republic of China
Personal Details Sheet for Screening Purposes for PRC citizens
中国公民个人资料表格
(适用于聘用前调查)

Please complete all requested details **in Chinese**.

请用中文填写以下资料。

Name in Chinese (中文姓名)	
PRC Identity Number (身份证号码)	
Hukou Address (详细户口所在地址和派出所)	
Last Employer in China (人事档案所在单位包括单位名称, 地址 和 电话)	
Can a reference be taken now? (目前可否与该单位核实?) If no, when can it be taken? (如否, 何时可与该单位联系)?	Yes (是) / No (否)
Year Left China (if applicable) (几时离开中国-如适用)	

授权书

致有关人士：

我在此授权该授权书的持有人对我在职位申请表及个人履历中所提供的信息进行核实。并在授权书持有人认为必要时，如需核实有无犯罪记录时，向有关部门和单位提出申请。请有关部门和单位酌情予以配合。

同时，我授权持有或了解有关情况的人士向该授权书持有人如实披露有关情况。我免除其因此而可能产生的责任。

姓名 Signed in Chinese	： _____	日期 Date	： _____
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English Translation (for reference only)

Letter of Authorization

To Whom It May Concern:

I hereby provide my authorization to the Bearer of this Letter to verify information provided in my resume and application of employment and to conduct enquiries as may be necessary, at the Bearer's discretion. Should the Bearer make application to the relevant department for a criminal record check, please do not hesitate to help.

I authorize all persons who may have information relevant to this enquiry to disclose it to the Bearer of this letter. I release all persons from liability on account of such disclosure."