**中新国际联合研究院聘用制员工入职审批表**

**Sino-Singapore International Joint Research Institute (SSIJRI)**

**Employee Information Form**

个人信息Personal Particulars

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名Name of Employee： | 性别Gender： |  | 联系电话Contact No： |  |
| 护照／身份证号码 Passport/Chinese IC No.: | | | | |
| 学校（最高学历）University/College/Institution(highest education): | | | | |
| 入学时间From(YYYYMM): | 毕业时间To(YYYYMM)： | | | |
| 专业Major： | 最高学历Degree obtained： | | | |

岗位信息Employment Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 入职人员类别  Position Type: | | ☐专职Full Time☐在职研究生Master/PHD student ☐实习生Internship ☐其它Others, please specify: | | | |
| 职务 Position |  | | 项目截止日期Project ending date | |  |
| 平台Platform |  | | 平台编号Platform No | |  |
| 项目组Project Title |  | | | | |
| 项目编号Project No |  | | 项目负责人PI |  | |
| 预计项目人员总数 Expected headcount of project team:  现有人员 Number of existing staff: | | | | | |
| 薪 酬Salary | 月薪monthly salary | | | | |
| 年薪Annual Salary: | | | | |
| 奖金 Bonus(if any): | | | | |
| 补贴Allowance (If any): | | | | |
| * 合同年限 年，从 年 月 日至 年 月 日（具体合同期限以实际入职时间为准）   The contract period is X years, from (DD/MM/YY) to (DD/MM/YY)   * 试用期 个月 ，试用期工资标准为 元人民币   The probationary period is X months. Salary for probationary period is RMB/month.   * 人工成本预计 元/年(具体请参考人工成本测算表)   The manpower costs will be RMB/year (for details, please refer to “Manpower Cost Estimation Table”) | | | | |

审批Approval

|  |  |  |  |
| --- | --- | --- | --- |
| 项目/平台负责人意见  Comment by Project Investigator: | |  | |
| 签名Signature |  | 日期Date (YYYYMMDD) |  |
| 财务意见  Comment by Finance Department： | | 项目经费余额Available Balance of Project Funding:  可支付劳务费余额Available Balance for Manpower: | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 人事部门意见  Comment by HR Department: | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 研究院审批JRI Approval: | |  | |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |