**填 表 说 明**

**Notes**

1. 申请中山大学专职研究人员（含博士后）岗位者，填写本表，表格内如无内容填写时要写“无”。填妥后请用A4纸双面打印。Applicants for the Professional Research Series Positions should fill in this form. Please fill in NONE when there is not any appropriate information to be filled in. Please print the form in A4 paper on both sides.
2. 若填写内容较多，可插入行、调整字体大小、表格内部宽度，但不得改变页面内容格式和表格其他结构。若加附页，请严格依照本表格式与大小，页码标为附X-1、附X-2等（如第四项研究工作，增加附页，页码标为附四-1、附四-2等）。Please adjust the font size and width of the table or add columns to the table when the space is not enough. However, the content and format of each page should not be changed. The format of attachments should be in accordance with the relevant part of the main form and should be labeled as ATTACHMENT-X-1 (for example, if there is attachment in the Fourth part: Research, the attachment should be labeled as ATTACHMENT-IV-1, ATTACHMENT-IV-2, etc.)
3. 申请学科：填至二级学科；从事专业：填写专业名称；通讯地址：填写可以通过邮政方式接收信件的实际地址，建议填写家庭地址。In the first part of the form: *Discipline to Apply* should specify the sub-disciplines; *Field of Expertise* should specify the name of subject; *Mailing* *Address* is supposed to be your home address.
4. 第二项学习简历：请从大学开始，按自然时间顺序填写，分大学本科、硕士、博士等阶段；*Educational Background:* bachelor degree and above should be stated in chronological order.
5. 第三项工作经历按不同工作单位/机构任不同职务经历的顺序填写；博士后阶段按工作经历填写。*Employment History:* all employers worked for and positions held should be stated in chronological order. Postdoctoral experience should be stated in this part.
6. 第四项研究工作*Research*

（1）代表性论著请按相应要求填写，作者中有本人指导的学生时，请在学生名字处注明；刊物类别，文科学校标准根据学校社科处颁布的《重要期刊目录》按一类、重要核心填写，理工医科按SCI/EI填写，并注明中科院期刊分区。*Representative* *Publications*: Please fill in the table according to the requirements. Please indicate the student you supervised if he/she is one of the authors. *Journal Category:* Applicants from humanities & social sciences should indicate LevelⅠ, Ⅱor Ⅲ according to the standard of *Important Directory of Periodicals* issued by the Office of Social Sciences and Humanities; applicants from science and engineering, medical science should indicate SCI/EI according to the standard of journal ranking of Chinese Academy of Sciences.

（2）承担科研项目：不含校内项目，按项目来源、项目名称、项目批准号、项目全部参加人员（注明主持人）、起止时间、本人承担部分列出。*Research Grants:* university-level grants are not included; please list the following information: Source of Funding, Title of the Grant/Project(No.),List of Project Members(project director should be indicated clearly ), Beginning & Ending Dates, Portions Responsible.

1. 业绩成果均为任现职近五年内所取得。任现职超过五年，则填写近五年内的成果；任现职未超过五年，则填写任现职以来的成果。Achievements should be those gained over the past five years and in the current position. If current position is held longer than five years, only include achievements gained in the recent five years. If current position is held shorter than five years, please include achievements gained since the starting date of the position.
2. 表格填写完毕，请申请人用钢笔或签字笔在确认处签字并注明日期。 Upon completing the form, please sign your name and the date with a fountain pen or gel pen.
3. 请将填妥的表格，连同学历、各类证明材料的复印件，寄/送到所应聘的院系。Please mail the form, CV and credentials to the school/ department that you apply to.
4. 申请者所提供的资料将用作招聘或其它与聘用有关事宜，供大学有关部门、委员会或其它处理招聘或聘用事宜的人士查阅。招聘或聘用程序完成后，未获录用的申请者资料如已无需保留，将全部销毁。申请表格及重要材料请申请者留副本。Materials offered by the applicants are only used for the interview and appointment. They are checked by relevant departments, committees and persons in charge of the appointment process. When the process is closed, the materials of unsuccessful applicants will be destroyed when it is no longer necessary to keep them. The applicant is advised to keep a copy of the form and important application materials.