EXTERNAL TRAINING APPLICATION FORM

NOMINEE/TRAINEE'S DATA 被提名人/学员基本资料	
Chinese Name 中文名	English Name 英文名
Position 职位	Level 级别
Department 部门	Date of Joining Hotel 加入酒店时间
Name of Program 课程名称	
Training Period 培训期段	Training Place 培训地点
TRAINING NEEDS / TRAINING OBJECTIVES	
TRAINING DEPARTMENT WILL FILL UP BELOW PARTS 以下部分由培训部填写	
Budgeted or not 是否有预算 Yes 是	□ No 百
Estimated Expenses 预计费用 RMB	
Period of Training Bond 培训协议期限 No Bond 无协议	□ 6 months □ 12 months □ 24 months □ 六个月 □ 十二个月 □ 二十四个月
Prepared by Div./Dept. Head	Reviewed by Training Manager
Approved by Director of Human Resources	Approved by General Manager