

**CROSS DEPARTMENTAL TRAINING APPLICATION FORM**  
**部门交叉培训申请表**

<b>NOMINEE/TRAINEE'S DATA</b> <b>被提名人/学员基本资料</b>	
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
Training Period 培训期段 From 自 _____ To 至 _____	
Receiving Department 接收部门 _____	
<b>TRAINING NEEDS / Training Objectives</b> <b>培训需求/培训目的</b>	

Prepared by \_\_\_\_\_  
Div./Dept. Head (Sending Dept.)

Reviewed by \_\_\_\_\_  
Training Manager

Approved by \_\_\_\_\_  
Director of Human Resources

Approved by \_\_\_\_\_  
Div./Dept. Head (Receiving Dept.)

Approved by \_\_\_\_\_  
General Manager