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| 履歷來源 | | | | | |
| 報紙 | 網路 | 內部介紹 | 徵才活動 | 人力仲介 | 其他 |
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　　　　 JOB APPLICATION FORM

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| 中文姓名 Chinese Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  英文姓名 English Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (暱稱)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(護照名) | | | | □ 男Male  □ 女Female | | | | | | 出生日期 Birth Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | 請貼最近一年內所  拍攝之照片  Attach photograph taken  Within past 12months | | | | |
| □ 已婚Married  □ 未婚Single | | | | | | 出生地點 Birth Place  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 國民身份證字號  Citizen Certificate Particulars   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | 國籍Nationality  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 籍貫 Native Province And City  　　縣／市 | | | | | | | 電話Tel：　　　　　　　　手機Mobile：  電子郵件 E-mail： | | | | | | | | | | | | | | | |
| 身高Height \_\_\_\_\_\_\_\_ 公分cm | | | | | | | 體重 Weight \_\_\_\_\_\_\_\_ 公斤kg | | | | | | | 血型Blood Type \_\_\_\_\_\_\_ 型type | | | | | | | | |
| 戶籍地址：**□□□ □□**  Permanent Address： | | | | | | | | | | | | | | | | | | | | | | |
| □同戶籍地址  **通訊地址：□□□ □□**  **Present Address：** | | | | | | | | | | | | | | | | | | | | | | |
| 教育程度 Education | | | | | | | | | | | | | | | | | | | | | | |
| 學校名稱  Name Of school | | | | | 修習科系  Major Subject | | | | 地點  Location | | | 起 FROM | | | | | 迄 TO | | | | 畢／肄業  Degree | |
| 年Year | | | 月Month | | 年Year | | 月Month | |
| 國小 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 國中 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 高中 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 專科 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 大學 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 研究所 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 其他 |  | | | |  | | | |  | | |  | | |  | |  | |  | |  | |
| 語文程度 (以精通、中等、略懂表示程度) Language ( Name And Indicate The Extent Of Your Competence. i.e. Excellent, Good, Fair) | | | | | | | | | | | | | | | | | | | | | | |
| 語文 Language | | 聽 Listening | 說 Speaking | | | 讀 Reading | | 寫 Writing | | | 語文 Language | | 聽 Listening | | | 說 Speaking | | | | 讀 Reading | | 寫  Writing |
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　　　 　 員工甄選紀錄表

員工編號：＿＿＿＿＿＿＿　到職日：＿＿年＿＿月＿＿日

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| 經歷 (包括現在職業以年月先後順序詳列履歷)Employment Record （Include Present Occupation And List All Past Jobs In Chronological Order） | | | | | | | | | | | | | | |
| 任職期間 Period | | | | 機關名稱  Name Of Organization | | 職務名稱  Job Title | 主管長官之  姓名及職稱  Supervisor’S  Name And Title | | | 待遇  Salary | | 離職原因  Reason  For Leaving | | |
| 起 From | | 迄 To | |
| 年Year | 月Month | 年Year | 月Month |
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| 重要受訓記錄/證照/執照 Major Training Record／License／Professional Certificate | | | | | | | | | | | | | | |
| 訓練/證照名稱  Title Of Course／License／Certificate | | | | | 承辦單位  Training Institute | | | 受訓期間 Period | | | | | | 總時數  Total  Hours |
| 起 FROM | | | 迄 TO | | |
| 年Year | 月Month | | 年Year | | 月Month |
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| 詳述具體工作成功經驗  Explain Detail Of Your Specific Work Success Experience. | | | | | | | | | | | | | | |
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| 應徵職務Job Applied For | | 希望最低待遇　　Lowest Acceptable Salary | | | 可否加班 Acceptable To Overtime　　□ 是Yes　□ 否No　　　　　　　　□ 其它Else＿＿＿＿＿＿＿ | | | | 可上班日　　　Acceptable On Board Day | |
| 可否派駐海外 Acceptable To Accredit Abroad □是Yes　□ 否No　□ 其它Else＿＿＿＿＿＿＿＿＿＿＿ | | | | | | | | | | |
| 家庭狀況 (包括父母、配偶、子女、兄弟姊妹)  Information Regarding Family（Including Parents, Spouse, Children, Brothers／Sisters） | | | | | | | | | | |
| 姓名  Name | 親屬關係  Relation | | 出生日期  Birth Date | | | | 職業  Occupation | 地址  Address | | |
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| 軍種兵科＆階級Branches Of The Armed Forces ＆ Rank  服役期間Period： | | | | | | 社交活動及嗜好Social Interest & Hobbies | | | | |
| 緊急聯絡人  Person To Notify In Case Of Emergency | 關係  Relation | | | 地址  Address | | | | | | 電話  Tel |
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| 請列舉能提供有關填表人之品性及能力資料之朋友三人  List Three References Who Are Able To Supply Information Regarding Your Character And Ability. | | | | | | | | | | |
| 姓名  Name | 職業  Occupation | | | 地址  Address | | | | | | 電話  Tel |
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| \*本人同意公司因需要審查本表內所填各項資料，如有造假、不實、虛報等情事願接受，無條件解職(解雇)處分。  I Authorize Investigation Of All Statements Contained In This Form by Company at any time. And Understand That Any False Statements Made Herein Will Be Sufficient Cause For Termination.  \*本人願依公司規定先行試用，試用期間，若有違反公司規定之情形，願接受公司處分，如試用不合格，則願隨時無條件接受公司通知離職。  I wish to stipulate in accordance with the company that try out in advance , in trial employment period, if there is situation of violating company's regulation, wish to accept the company to punish, not up to standard such as trying out, wish to accept the company to notify and leave office unconditionally at any time.  \*申請人如自申請日起一年內未經錄用本表即予銷廢  This Form Will Be Removed From Active File If Applicant Is Not Employed  **簽 字Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Within A Year From The Date This Form Is Submitted  **日 期 Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |