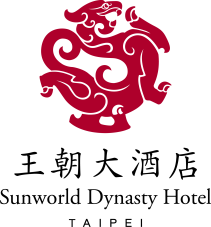
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## 工 作 申 請 表

## EMPLOYMENT APPLICATION FORM

**請用正楷詳細填寫每一格位**

**TYPE OR PRINT CLEARLY & COMPLETELY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **申 請 職 位**JOB APPLIED FOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 第一選擇  FIRST CHOICE | | | | | | | | | | | | | | 第二選擇  SECOND CHOICE | | | | | | | | | | | | | | | | | | | | | | | | 第三選擇  THIRD CHOICE | | | | | | | | | | | | | | |
| 何時可開始工作  POTENTIAL START DATE | | | | | | | | | | | | | | | | | | | | | | | | 希望待遇(台幣)  EXPECTED SALARY (NT) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **個 人 資 料**PERSONAL PARTICULARS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 中文姓名  NAME IN CHINESE | | | | | | | | | | | | | | 英文姓名  NAME IN ENGLISH | | | | | | | | | | | | | | | | | | | | | | | | 性別  SEX | | | 男MALE  女FEMALE | | | | | | | | 年齡  AGE | | | |
| 國籍  NATIONALITY | | | | | | | | | | | | | | 出生年月日：民國 年 月 日  DATE OF BIRTH: Y M D | | | | | | | | | | | | | | | | | | | | | | | | 身高 公分  HEIGHT CM | | | | | | | | | | | 體重 公斤  WEIGHT KG | | | |
| 特殊身份別  (無則免填) | | 原住民ABORIGINAL DESCENT： 族  身心障礙DISABILITIES：障礙類別： / 障礙等級(請勾選)：輕度 中度 重度 極重度 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 戶籍地址  PERMANENT ADDRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 現居地址 同戶籍地址  PRESENT ADDRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 聯絡電話  TEL NO. | | | | | | | | | | | | | | |
| 電子郵件  EMAIL ADDRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 行動電話  MOBILE PHONE | | | | | | | | | | | | | | |
| **緊急聯絡人資料**INFORMATION OF EMERGENCY CONTACT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 父  FATHER | 姓名  NAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 聯絡電話  TEL NO. | | | | | | | | | | | | | | | |
| 母  MOTHER | 姓名  NAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 聯絡電話  TEL NO. | | | | | | | | | | | | | | | |
| 其他聯絡人  OTHER | 姓名  NAME | | | | | | | | | | | | | | | | | 關係  RELATIONSHIP | | | | | | | | | | | | | | | | | | | 聯絡電話  TEL NO. | | | | | | | | | | | | | | | |
| **學 歷**EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level  程度 | | | | | | | | | Name Of School  學校名稱 | | | | | | | | | | | | | | | | | | | Major  主修科目 | | | | | | | | | | | | | | | | | From To  自 至 | | | | | | | |
| 研究所  Graduate School | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | － | | | | | | | |
| 專科 /大學(含技術學院)  College / University | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | － | | | | | | | |
| 高中/職  Senior High School | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | － | | | | | | | |
| 國中  Junior High School | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | － | | | | | | | |
| **語 文 能 力**LANGUAGE ABILITIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 證照 CERTIFICATION  若有，請勾選並填寫分(級)數 | | | | | | | | | | | | | | | | | | | | | | 說SPOKEN | | | | | | | | | | | 讀READ | | | | | | | | | | | | 寫WRITTEN | | | | |
| 良好  GOOD | | | | 普通  FAIR | | | 略懂  POOR | | | | 良好  GOOD | | | | 普通  FAIR | | | | | 略懂  POOR | | | 良好  GOOD | | 普通  FAIR | | 略懂  POOR |
| 國語MANDARIN | | |  | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | |  | | | | |  | | |  | |  | |  |
| 英文ENGLISH | | | 全民英檢GEPT：  多益TOEIC：  其他OTHER： | | | | | | | | | | | | | 雅思IELTS：  托福TOEFL： | | | | | | | | |  | | | |  | | |  | | | |  | | | |  | | | | |  | | |  | |  | |  |
| 日文JAPANESE | | | JLPT： | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | |  | | | | |  | | |  | |  | |  |
| 其他OTHERS:  *please specify:* | | | 韓文TOPIK：  其他OTHER： | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | |  | | | | |  | | |  | |  | |  |
| **專 長 及 興 趣**SKILLS / HOBBIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 廚師/相關執照  RELATED LICENCE | | | | | 有YES  無NO | | | | | 電腦操作  COMPUTER | | | | | 可YES：  否NO | | | | | | | | | | | | 打字速度  TYPING SPEED | | | | | | | | 中打: 字/分  英打: 字/分 | | | | | | | | | | | 興趣HOBBIES | | | | | | |
| **工 作 經 歷**EMPLOYMENT RECORD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 服務單位名稱COMPANY NAME  (請由最近工作填寫) | | | | | | | | | | | 職位  POSITION TITLE | | | | | | | | | | | | | | | 月薪(本薪)  MONTHLY BASIC SALARY | | | | | | | | | | | | | | | | | | 離職原因  REASON FOR LEAVING | | | | | | | | |
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| 自FROM 年(Y) 月(M) 至TO 年(Y) 月(M) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 自FROM 年(Y) 月(M) 至TO 年(Y) 月(M) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 自FROM 年(Y) 月(M) 至TO 年(Y) 月(M) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **可否向之前與您共事過的主管諮詢您過去的工作表現**  May we contact your previous employer? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **是YES (請提供2位主管的聯絡方式)**  **否NO (請說明原因：** **)** | | | | | | | | | | | | | | | | | | | | | |
| 姓名NAME | | | | | | | 聯絡電話TEL NO. | | | | | | | | | | 職業OCCUPATION | | | | | | | | | | | | | | | | 關係RELATION | | | | | | | | | | | 備註REMARKS | | | | | | | | |
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| **在本飯店工作的親友** RELATIVES OR FRIENDS EMPLOYED IN THIS HOTEL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **無NO (沒有在本飯店工作的親友，請勾選)　／　若有，請填寫下列資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名NAME | | | | | | | 聯絡電話TEL NO. | | | | | | | | | | 職業OCCUPATION | | | | | | | | | | | | | | | | 關係RELATION | | | | | | | | | | | 備註REMARKS | | | | | | | | |
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| **介 紹 來 源**EMPLOYMENT MEDIA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 網站INTERNET | | | | | | 親友FRIEND | | | | | | 學校SCHOOL | | | | | | | | 就服處SERVICES OFFICE | | | | | | | | | | | | | | 其他(請說明)OTHER(SPECIFY)： | | | | | | | | | | | | | | | | | | |
| **其 他 資 料**OTHER INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請用”🗸”作記號  PLEASE MARK WITH A “🗸” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 是  YES | | | | | | 否  NO | | | | 請陳述摘要  PLEASE SPECIFY | | | | | | | | | |
| 1.是否因為行為不佳或工作不力而被解僱？  HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT BECAUSE YOUR WORK OR CONDUCT WAS UNSATISFACTION？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | |  | | | | | | | | | |
| 2.本公司採輪班制，若工作單位屬輪班單位是否可以接受輪班？  CAN YOU ACCEPT SHIFT WORK IF REQUIRED BY BUSINESS NATURE? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | |  | | | | | | | | | |
| **宣 言**DECLARATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 本人保證此表格所填寫內容一切屬實且完整，如有虛報不實之處，本人願接受開除之處分。 I DECLARE THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE AND COMPLETE AND UNDERSTAND THAT A FALSE STATEMENT OR DISHONEST ANSWER RENDERS ME LIABLE FOR DISMISSAL. 2. 本人瞭解公司認可之醫務人員所作之健康檢查報告將影響錄用與否之最後決定。 SHOULD MY APPLICATION BE SUCCESSFUL, I UNDERSTAND THAT MY FINAL APPOINTMENT MAY BE CONDITIONAL UPON THE RESULT OF A MEDICAL EXAMINATION CARRIED OUT BY THE COMPANY NOMINATED MEDICAL OFFICERS. 3. 供膳人員於報到當天需出具合格之體檢報告，無法提供者，將無法報到任職。   APPLICANT WITH FOOD & BEVERAGE RELATED POSITIONS IS REQUIRE TO PROVIDE AN APPROVED HEALTH REPORT PRIOR TO REPORTING DUTY, THOSE WITHOUT MAY NOT PROCEED.   1. 供膳人員之體檢報告若不符合法令規定或有傳染疾病之虞，將無法報到任職。 2. 本人在被僱用期間決不從事任何可能危及公司之活動。 I HEREBY DECLARE THAT I WILL NOT ENGAGE IN ANY ACTIVIES WHICH MAY BE DETRIMENTAL TO THE COMPANY. 3. 依個人資料保護法規定及本酒店個人資料保護管理政策要求，在您提供個人資料前，本酒店有義務告知下列事項： 4. 蒐集目的：為辦理人才招募聘用 5. 個人資料類別：姓名、身分證統一編號、護照號碼、國籍、性別、年齡、身高、體重、出生年月日、通訊地址、電子信箱、聯絡電話、相片、健康紀錄、婚姻狀況、前科紀錄及工作經驗等。 6. 以上個人資料僅供王朝大酒店人才招募及聘雇流程使用，並僅用於酒店人力資源部、執行辦公室及財務部與用人單位。 7. 若您未被錄取，本酒店將會於面試後三個月內銷毀此份個人資料，不會保留任何紙本檔案與電子檔案。 8. 您可向本酒店人力資源部行使查詢或請求閱覽、製給複製本、補充或更正、停止蒐集/處理/利用或刪除您個人資料之權利。 9. 若您無法提供完整資料，將可能無法進行面試。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  申請人(同意人)簽名  APPLICANT SIGNATURE | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  日期(年/月/日)  DATE (Y/M/D) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **面 談 評 估**INTERVIEW ASSESSMENT  **請(打勾)**  PLEASE TICK (🗸) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 評估標準  SCORE | | | | **劣**  **POOR** | | | | | | | | | **弱**  **BASIC** | | | | | | | | | **普**  **FAIR** | | | | | | | | | | | | | **良**  **GOOD** | | | | | | | | | | | | **特優**  **EXCELLENT** | | | | | |
| INTERVIEWER | | | | 人力資源部 | | | | 單位/部門主管 | | | | | 人力資源部 | | | | | | 單位/部門主管 | | | 人力資源部 | | | | | | | | 單位/部門主管 | | | | | 人力資源部 | | | | | | | 單位/部門主管 | | | | | 人力資源部 | | | | 單位/部門主管 | |
| 儀表  APPEARANCE | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 性格/態度  PERSONALITY/  ATTITUDE | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 親和力  COURTESY | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 表達能力  EXPRESSION | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 專業知識及技能  JOB KNOWLEDGE & SKILLS | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 工作意願  EAGER TO WORK | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| 英文應對能力  ENGLISH  CONVERSATION | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | |  | |
| **面 試 成 績** INTERVIEW RESULT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 第一次面試 / **人力資源部**： □推薦第二次面試 □不合適 □暫留  1ST INTERVIEW/ BY **HR DIV**  RECOMMENDED FOR 2ND INTERVIEW REJECTED KEEP IN VIEW | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 評語：  COMMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 面試： 日期： 年 月 日  INTERVIEWER DATE Y M D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 第二次面試 / **部門主管**： □合於聘用 □不合適  2ND INTERVIEW/ BY **DIV.**/ **DEPT. HEAD CONCERNED**  ACCEPTED REJECTED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 評語：  COMMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 面試： 日期： 年 月 日  INTERVIEWER DATE Y M D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 建 議 聘 用 PROPOSED FOR ACCEPTANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 職稱  POSITION TITLE | | | | | | | | | | | | | | | | | | | | | | | 上任日期  COMMENCEMENT DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 建議試用期薪資  PROPOSED PROBATION SALARY | | | | | | | | | | | | | | | | | | | | | | | 建議正式錄用薪資  PROPOSED CONFIRMED SALARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 單位主管簽名/日期  DEPARTMENT HEAD  SIGNATURE / DATE | | | | | | | | | | | | | | | | | | | | | | | 部門主管簽名/日期  DIVISION HEAD  SIGNATURE / DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 聘 僱 條 件 CONDITION OF EMPLOYMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 職稱  POSITION TITLE | | | | | | | | | | | | | | | | | | | | | | | 部門 / 單位  DIVISION / DEPARTMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 上任日期  COMMENCEMENT DATE | | | | | | | | | | | | | | | | | | | | | | | 職級  POSITION GRADE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 試用期薪資  PROBATION SALARY | | | | | | | | | | | | | | | | | | | | | | | 正式錄用薪資  CONFIRMED SALARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 人力資源部主管備註  HR DEPT. HEAD REMARK | | | | | | | | | | | | | | | | | | | | | | | 人力資源部主管審核/日期  REVIEWED BY HR DEPT. HEAD / DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **員 工 資 料**EMPLOYEE NOTE (Completed by HR DIV.人力資源部填寫) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUDGET FOR MANNING (POSITION) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TILL TO DATE ACTUAL MANNING : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET FOR MANNING (TOTAL) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TILL TO DATE ACTUAL MANNING : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SALARY RANGE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | 正職員工 □ 長期兼職 □  PERMANENT STAFF PERMANENT CASUAL  簽約員工 □  CONTRACT STAFF *Contract Expired by*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  實習生 □ 儲備幹部 □  INDUSTRIAL TRAINEE MANAGEMENT TRAINEE  每日工作時數 每四週/每月公休  DAILY WORKING DAY OFF  HOURS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER FOUR WEEKS\_\_\_\_\_\_\_\_\_\_\_  PER MONTH\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 聘 僱 許 可 CONFIRMATION OF EMPLOYMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 總經理核准/日期  APPROVED  BY GENERAL MANAGER / DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |