宜家家居股份有限公司

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 人事資料表Employment Form  **For Store & WH use only 分店暨倉庫專用**  員工編號  Employee No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **店名**  Store.\_\_\_\_\_\_\_\_\_\_  年 月  日 | | | | | | **部門**  Dept.\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | **員工編號**  Number \_\_\_\_\_\_\_\_ | | | | | | | **職稱**  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | **到職日**  Join Date\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ | | | | | | |
| **職等**  Band\_\_\_\_\_\_\_\_\_\_  年 月  日 | | | | | | **薪級**  Grade\_\_\_\_\_\_\_\_\_\_ | | | | | | | | **聘僱身份 □ 正職人員(FT)**   * **部分工時人員/臨時人員 (PT/Temp FT or PT)** 契約到期日: \_\_\_\_\_/\_\_\_\_/\_\_\_\_   Contract | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*上欄由人力資源人員填寫 | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **中文姓名** | | | | | | | | | | | | **出生日期**  Birth Date  / / | | | | | **性別**  Gender | | | | | | | | | **特殊身份**  領有殘障手冊  原住民 | | | | | | | | | | **身份證字號**  ID Number | | | | |
| English Name | | | | | | | | | | | |
| **戶籍地址**Permanent Address | | | | | | | | | | | | | | | | | **住所電話**Home Tel | | | | | | | | | | | | | | | | | | | | **照片**  Photo To Be  Attached | | | |
| **通訊地址**Present Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | **行動電話** Mobile Phone | | | | | | | | | | | | | | | | | | | |
| **婚姻狀況** 未婚 已婚 其他  Marital Status Single Married Others | | | | | | | | | | | | | | | | | **出生地** Place of Birth | | | | | | | | | | | **國籍** Nationality | | | | | | | | |
| **電子郵件信箱** E-mail Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **要求待遇** | | | | | | | | | | | |  | | | | | **可到職日** | | | | | | | | | | | | | | | | | | |  | | | | |
| Expected Salary | | | |  | | | | | | | | | | | | | State Date free to commence duties if offered | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **求職管道(請列舉出那份報紙、網站或推薦親友姓名)**  Avenue of knowing our vacancies (Please state which newspaper, website or referral, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **你是否認識任職於宜家家居之員工？ (請說明其姓名及部門) 是否，部門： 　 　姓名：**  Do you know anyone working in IKEA? (If yes, please state their names and the department they work for.) Yes/No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **最近2個學歷**Latest 2 Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 學位 Degree | | | 學校 School | | | | | | | | 科系 Major | | | | | | | 自 From (M/Y) | | | | | | | 至 To (M/Y) | | | | | | | 日/夜(Type) | | | | | | | 畢業Graduated | |
|  | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | 日間 Day  夜間 Night | | | | | | | 是 Yes  否 No | |
|  | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | 日間 Day  夜間 Night | | | | | | | 是 Yes  否 No | |
| Skills, Training or Certifications | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 技能/曾受訓練/專業證照 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **背景調查(至少二位直屬主管)** Reference Check (At least 2 Supervisors) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 提供者姓名 | | | | | | | | | 職稱 | | | | | | | | | | 公司名稱 | | | | | | | | | | | | | | 連絡電話 | | | | | | | |
| Name | |  | | | | | | | Position | | | |  | | | | | | Company | | | | | |  | | | | | | | | Tel. No | | | | |  | | |
| 提供者姓名 | | | | | | | | | 職稱 | | | | | | | | | | 公司名稱 | | | | | | | | | | | | | | 連絡電話 | | | | | | | |
| Name | |  | | | | | | | Position | | | |  | | | | | | Company | | | | | |  | | | | | | | | Tel. No | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EXPERIENCE( Give complete history since left school) 工作經驗 (請由近到遠列出工作詳情)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From由  MM(月)/YR(年) | | | | | TO至  MM(月)/YR(年) | | | | | | | 公司名稱  Previous Employer | | | | | | | | | | | 職位  Position | | | | | | | 薪酬  Salary | | | | | | 離職理由  Reason of Leaving | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | |
|  | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | |
| **語文能力 Language and spoken dialects(請勾選 ˇPlease tick appropriate box )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 英文  English | | | | | 聽 Listen--- | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor | | | | | | |  | | | |
|  | | 說 Spoken--- | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor | | | | | | |  | | | |
|  | | 讀 Reading--- | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor | | | | | | |  | | | |
|  | | 寫 Written--- | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor | | | | | | |  | | | |
|  | | 其他語文Other Language | | | | | | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor  \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | | |
|  | | 其他語文Other Language | | | | | | | | | | | | 優Excellent | | | | | | 良 Good | | | | | | | 常Fair | | | | | 劣Poor | | | | | | |  | | | |
|  | | 方言  Spoken Dialects | | | | | | | | | | | | **1.** | | | | | | | | **2.** | | | | | | | | | **3.** | | | | | | | |  | | | |
|  | | | | | | | |  | | | | | | | | |  | | | | | | | |
| **家庭成員資料**Family Data  單身者--請填列直系親屬及兄弟姐妹的相關資料  For Single—State particulars of parents’ names, brothers and sisters  已婚者—請填列配偶及子女的相關資料  For Married—State particulars of husband’s or wife‘s name & children’s names    姓名 Name 關係 Relationship 年齡 Age 職業Occupation 聯絡電話Tel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 姓 名 Name | | | | | | | 關係Relationship | | | | | | | | 年 齡 Age | | | | | | | | 職 業 Occupation | | | | | | | | | | | 連 絡 電 話 Tel | | | | |  | | |
|  |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |
|  |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |
|  |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |
|  |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |
|  |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | |  | | |
|  |  | | | | | | | | | | |  | | |  | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | |
| **緊急連絡人**Person to be notified in case of emergency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名  Name** | | | | | | | **關係 Relationship** | | | | | | | | | | | | | | | | **職業 Occupation** | | | | | | | | | **工作所在地  Place of Occupation** | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | |
| **連絡電話 Tel** | | | | | | | **地址 Address** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **健康狀況** Describe any physical defects and recent serious illness | | | | | |
| 正常 Normal | | | | | |
| 目前或曾罹患慢性疾病Chronic disease | | | | | |
| 請詳述 Details | | | | | |
| 曾罹患重大傷病,請詳述 Critical disease | | | | | |
| 請詳述 Details | | | | | |
| 請詳述上述傷病目前治療之狀況 Cure state | | | | | |
| Details | | | | | |
| **兵役** Military Service **(請勾選 ˇPlease tick appropriate box )** | | | | | |
| 免役 Exemption 原因Reason of Exemption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 待役Waiting | | | | | |
| 役畢 Completed | | | | | |
| 役種 Unit­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_ 服役起迄Date Began & Completed 自From \_\_\_\_\_\_\_\_\_ 至 to \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 點召記錄 annual reservist training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 是否有被資遣的紀錄? 如有者請詳述之: Have you ever been terminated from employment?  否 No 是 Yes： | | | | | |
| 是否曾有犯法記錄或正受有判刑通告,尚未結案? 如有者請詳述之: Have you ever been convicted in a Court of law?  否 No 是 Yes： | | | | | |
| **聲明 DECLARATION**  茲聲明以上所提供的一切資料，皆屬實情,在本人上任後，如被查出上述聲明有虛構成份，公司方面保留辭退本人  之權利。  All the information here is true and complete to the best of my belief. If, after engagement, it is found that any  statement is false, I acknowledge that the Company reserves the right to terminate my service. | | | | | |
|  | 簽署 | | 日期 | |  |
|  | Signature |  | Date |  |  |
|  | | | | | |
| **\*此欄由人力資源部填寫**  Store/Function/Department: Position Offered:  任職分店/部門 工作職稱  Commencing Salary: Job Band: Job Grade:  起薪(請分別註明:底薪、伙食費、交通津貼、技術加給等) 職等 薪級  Commencing Date: Immediate Supervisor/Dept. Mgr Signature:  到職日期(若為定期契約人員，請註明合約起訖日期)  直屬主管/部門主管簽名  Store Manager Signature: HR Signature:  店經理簽名 人力資源簽名 | | | | | |