宜家家居股份有限公司

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| 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 |  |
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| **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 |  |
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| **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 |  |
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| **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 |
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| **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.**  |  |
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| **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 |  |
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| **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** |
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| **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  |