應徵日期 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 應徵部門 : | | | 應徵職務 : | | | | 可上班日 : | | | | |
| **基本資料 / Normal information** | | | | | | | | | | | |
| 姓名  Name | | 中文  Chinese |  | | 國籍  Nationality | |  | | | 兩吋照片  黏貼處  Photo | |
| 英文  English |  | | 身分證字號  ID/Passport NO | |  | | |
| 出生日期  Birth Date | | 西元 年 月 日 | | | 性別  Gender | | * 男Male * 女Female | | |
| 血型  Blood type | | □ A □ B □ AB □ O | | | 身高/體重  Height/weight | | cm / kg | | |
| 通訊方式  Contact  Information | | 電話  Tel. | 行動電話 住家電話  Mobile phone Tel. | | | | | | | | |
| 電子郵件  E-mail |  | | | | | | | | |
| 戶籍地址  Permanent Address | |  | | | | | 通勤方式  Transportation | | □ 開車 □騎車  □ 大眾運輸 | | |
| 通訊地址  Present Address | |  | | | | | 婚姻狀況  Martial | | □ 已婚  □ 單身 | | |
| 兵役狀況  Military Status | | □ 免役 □ 已服役Yes □ 未服役NO，未服役原因Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 住屋狀況  Living status | | □ 家中有屋 □ 租屋 □ 自購，有貸款  □ 自購，無貸款 □ 其他Others \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 經濟狀況  Economic status | | □ 自給自足 □ 負擔父母/妻兒/家庭  □ 有債務 □ 其他Others\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 希望待遇  Expected Salary | | □ 月薪\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元/月 □ 依公司規定 | | | | | | | | | |
| **教育程度 / Education** | | | | | | | | | | | |
| 等級  Grade | 學校名稱  Name of School | | | 科系/主修  Department/Major | | 起 From  (Y/M) | | 至 TO  (Y/M) | | | 畢業或肄業  Graduated or not |
| 博士  Doctor |  | | |  | |  | |  | | | □ 畢業 Yes  □ 肄業 No |
| 碩士  Master |  | | |  | |  | |  | | | □ 畢業 Yes  □ 肄業 No |
| 大學/專科  University |  | | |  | |  | |  | | | □ 畢業 Yes  □ 肄業 No |
| 高中(職)  High |  | | |  | |  | |  | | | □ 畢業 Yes  □ 肄業 No |
| 其他  Others |  | | |  | |  | |  | | | □ 畢業 Yes  □ 肄業 No |

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| **電腦技能 / Computer skill** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 軟體名稱  Software | 精通  Excellent | | | | 好  Good | | 普通  Fine | | | | 差  Bad | | | | 中英打速度  Typing speed | | | | | | | | 中文 字 / 分 | | | | | |
| Word |  | | | |  | |  | | | |  | | | | 英文 字 / 分 | | | | | |
| Power point |  | | | |  | |  | | | |  | | | | 程式語言/網頁技術  Computer language  Web Building skill | | | | | | | |  | | | | | |
| Excel |  | | | |  | |  | | | |  | | | |
| **語言能力 / Language skill** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 語言  language | 聽 Listening | | | | | | | | 說 Speaking | | | | | | | | 讀 Reading | | | | | | | 寫 Writing | | | | |
| 精通  Fluent | 普通  Fine | | | | 略懂  Fair | | 精通  Fluent | | | | 普通  Fine | | 略懂  Fair | | | 精通  Fluent | 普通  Fine | | 略懂  Fair | | | | 精通  Fluent | | 普通  Fine | 略懂  Fair | |
| 英文 |  |  | | | |  | |  | | | |  | |  | | |  |  | | |  | | |  | |  |  | |
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| **技術專長、證照 / Specialized Skill, Certificate** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作經驗 / Work experience (從最近一份工作填起)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱  Company’s name | | | | 部門  Department | | | | | | 職稱  Position | | | | | | 月薪  Salary | | | 任職期間  Period | | | | | | 離職原因  Reason for leaving | | | |
|  | | | |  | | | | | |  | | | | | |  | | |  | | | | | |  | | | |
| 工作內容 Job description : | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **個人特質 / Personal Characteristics** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 個人興趣  Personal Interest | | | 1. | | | | | | | | | | 2. | | | | | | | | | 3. | | | | | |
| 優點  Advantage | | | 1. | | | | | | | | | | 2. | | | | | | | | | 3. | | | | | |
| 缺點  Drawback | | | 1. | | | | | | | | | | 2. | | | | | | | | | 3. | | | | | |

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| **家庭狀況 / Family Members** | | | | | |
| 稱謂  Relation | 姓名  Name | | 年齡  Age | 職業 Occupation | 是否同住  Whether living together |
|  |  | |  |  | □是Yes □否No |
|  |  | |  |  | □是Yes □否No |
|  |  | |  |  | □是Yes □否No |
|  |  | |  |  | □是Yes □否No |
|  |  | |  |  | □是Yes □否No |
| **其他 /others** | | | | | |
| 健康情形  Health status | | 自我身體狀況描述  □ 良好Good □ 普通Fine □ 較差Bad | | | |
| 請問您是否有領過殘障手冊 ? Do you have any physical limitations?  □ 無No □ 有Yes ( □ 輕度Mild □ 中度moderate □ 重度Severe ) | | | |
| 過去是否曾有慢性疾病、開刀住院、重大疾病、特殊疾病? Have you ever had disease?  □ 否No □ 是Yes， \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 1. 是否願意接受公司因營運需求所安排的職務調派 ?   □ 是Yes □ 否No   1. 目前是否有其他兼職工作 ?   □ 否No □ 有Yes，公司名稱 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，職稱\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. 近期是否有進修的計畫   □ 否No □ 有Yes，簡述\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. 是否願意接受公司未來安排的進修   □ 是Yes □ 否No   1. 您喜歡獨立作業或有人帶領 ? (單選)   □ 獨立作業 □ 有人帶領   1. 您是透過何種管道得知招聘訊息   □ 人力銀行\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 人力仲介\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 內部推薦\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. 從居住處到公司須要花多久時間 ?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 為了能夠更了解您的現況及想法，請填寫下面問題以利面試之進行，謝謝 !   1. 是否了解應徵職位內容，請簡述 2. 針對目前應徵職位，您期望的工作內容為何，希望得到哪些進步及學習的機會 3. 求職時，對公司整體的文化、環境、福利、制度、薪水等，您最重視的因素為何 ? 4. 以往工作中最有成就的事情為何 ? 遇到最大的挫折是什麼 ? 如何處理 5. 請簡述您對應徵職務中所能展現的自我專長 6. 請簡述您對應徵職務的職涯規劃 | | | | | |

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| 1. 本公司經面試者同意，蒐集及處理面試者之相關資訊，且僅供本公司招募參考之目的使用。 2. 本人以上所填資料均屬事實，若有不實及虛構，願意接受解雇及取消錄取資格之處分。   應徵者簽名Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期 Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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