# 人事資料表

# Personnel Information Form

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| 🖵 **J-Mart 百貨事業部** 🖵 **JC Park 商場事業部** 🖵 **Hi-Mart服飾事業部** 🖵**首品營建事業部** 🖵**其他事業體**\***請使用英文或中文填寫此資料表** Please fill out the form in English or Chinese  |
| **員工編號**Employee ID | (到職當日填寫) | **到職日期**Date of employment | (到職當日填寫) |
| **申請職務**Job Applied For |  |  |
| A. 個人基本資料 GENERAL INFORMATION |
| **姓名**Name | **中文**Chinese |  | 國籍Nationality | * **中華民國** R.O.C
 | 照片Photo |
| **英文**English |  | * **其他**Other**：**
 |
| **出生日期**Birth Date | **西元年/月/日** yyyy/mm/dd | 出生地Birth Place |  |
| **血型**Blood Type | □**A** □**B** □**O** □**AB** □**RH** | 性別Gender | □ **男**Male□ **女**Female |
| **身份證字號**ID. No. |  |  |  |  |  |  |  |  |  |  | **婚姻**Marital Status | □ **未婚**Single□ **已婚**Married |
| **身高**Height | **公分**Cm | **體重**Weight  | **公斤**Kg  | **身份註記**Identity note | □**原住民**Indigenous□**中低收入戶**Low-income households□**身心障礙**Disabled **(類別**Category**：　　　等級**Grade**：　　　)** |
| **戶籍地址**Permanent Address | □□□ | **Tel ( )** |
| **通訊地址**Present Address | □□□□**同上** As stated above. | **Tel ( )** |
| **電子郵件**E-mail Address |  | **行動電話**Cell phone |  |
| **兵役狀況**Military Service | **軍種**Service |  | **軍階**Rank |  | **狀況**Status |  | **期間**Period | 起From 年Yr. 月M 迄To 年Yr. 月M  |
| **退伍令字號**Certificate No. |  | **免役原因及證明字號**Reason of Exemption & Certificate No. |  |
| **駕照**Driver's license  | □**機車**Scooter□**汽車**Car | **交通工具**Transportation | □**機車**Scooter **分**Minute □**汽車** Car **分**Minute□**大眾運輸工具**Public transportation **分**Minute□**其他**Other **分**Minute |
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| B. 教育與個人興趣 (請依需要自行增加列) EDUCATION & PERSONAL INTEREST (insert row as needed)  |
| **階段**Grade | **學校名稱**Name of School | **地點**Location | **起**From  | **迄**To  | **科系**Major | **是否畢業**Graduated | 學位Degree | **日/夜間部**Type |
| **年**Yr.  | **月**M.  | **年**Yr. | **月**M  | **Yes** | **No** |
| 高中(職)High School |  |  |  |  |  |  |  |  |  |  | □**日間部**Day□**夜間部**Night |
| **專科**J. College |  |  |  |  |  |  |  |  |  |  | □**日間部**Day□**夜間部**Night |
| **大學**University |  |  |  |  |  |  |  |  |  |  | □**日間部**Day□**夜間部**Night |
| **研究所**Post graduate |  |  |  |  |  |  |  |  |  |  | □**日間部**Day□**夜間部**Night |
| **其他**Other |  |  |  |  |  |  |  |  |  |  |  |
| 請說明您的專業知識與技能 Describe any special vocational or technical training and specialized knowledge/skill**請說明您的優點及缺點** Your strengths and weaknesses |
| **個人興趣、嗜好及社交活動** Personal Interests & Hobbies |
| **專業證照**License or Government Certificate | **發照日**Date of Issue | **證照字號**Certificate No. | 備註Remarks |
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| C. 工作經驗 (請依需要自行增加列) WORKING EXPERIENCE (insert row as needed) |
| 起From | 迄To | 職稱/在職年資Title /On Grade Year | **公司名稱/電話**Co. Name / Tel. | **直屬主管**Supervisor | **薪資**Compensation | **離職原因**Reason for Leaving |
| **年**Yr. | **月**M | **年**Yr. | **月**M | **姓名**Name | **職稱**Title | **月薪**Monthly Base Salary | **津貼/獎金**Allowance/Bonus | **其他**Others |
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| **是否可與您的現任雇主聯絡查証** May we contact your present employer?□**是**Yes□**否**No**未經您同意絕不會聯絡您的現任雇主** We shall not do so without your consent. |
| **請摘要您於上述各職務的主要成就或工作經驗** Describe your experience, major achievement during each of the period mentioned above . |
| **語文能力：請以極佳、佳、普通、略通或不通說明您對該語文的熟練程度**Language ability：indicate the language and your proficiency, i.e. Excellent, Good, Useful, A little, Not at all |
| **第2、3...外國語**Second Language and so on | **讀**Read | **寫**Write | **說**Speak | **備註**Remarks |
| 1. English |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| **英打速度**English typing speed **字/分 (**W/M**)** | **英文速寫速度**English shorthand speed **字/分 (**W/M**)** | **中打速度**Chinese typing speed **字/分 (**W/M**)** |
| D. 家庭狀況 Family status  |
| **家庭資料(父母、 岳父母、監護人、配偶、子女、兄弟姊妹)**Family Information (including parents, parents-in-law, guardian, spouse, children, siblings)  |
| **關係**Relation | **姓名**Name | **年齡**Age | **職業**Occupation | **住址**Address | **電話**Tel |
| **父**Father |  |  |  |  |  |
| **母**Mother |  |  |  |  |  |
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| **目前是否有任何親屬、朋友任職於公司？** Do you have any relatives or friends working in Company ? **□ 否** No **□是**Yes **如有，請列出姓名、任職部門** If yes, please specify the name, relation and dept. below |
| **姓名**Name | **關係**Relation | **部門**Department | **姓名**Name | **關係**Relation | **部門**Department |
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| **徵信人 (請至少提供三位徵信人，其中至少須含論文指導教授、授課教師、同事或直屬主管)**Reference Check (Please provide minimum of three names. Your research advisor(s), colleagues, or supervisor(s) must be included in.) |
| **姓名**Name | **關係**Relation | **公司/部門**Company / Dept. | **職稱**Title | **聯絡方式**Contact |
|  |  |  |  | (Tel)(Cell) | Email: |
|  |  |  |  | (Tel)(Cell) | Email: |
|  |  |  |  | (Tel)(Cell) | Email: |
| **緊急聯絡人** Person to notify in case of emergency |
| **姓名**Name | **關係**Relation | **住址**Address | **電話**Cell/Tel |
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| E. **其他**OTHERS |
| **可否配合公司加班** Can work with the company overtime **□是**Yes **□否**No |
| **是否需提供宿舍** Do you need a hostel **□是**Yes **□否**No |
| 如獲任用何時可以報到? When will you be available for the new job if you are recruited?年Yr. 月M 日Date | 期望薪資Expected Salary | NT$ |
| 您自何處得知此職缺? Which channel did you learn the job opening?**□學校**Campus **□人力銀行** Job bank **□報紙廣告**Newspaper ad.**□雜誌**Magazines **□親友** Friends / Relatives **□授課教師/指導教授**Teachers/Advisors **□就業輔導站**Employment Service Office **□其他**Others**，請說明**What **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 其他補充資訊 Additional information you wish to add | **您是否有任何犯罪紀錄或遭受起訴？**Have you ever committed crimes and been plead a charge?**□ 否**No **□ 是**Yes **請說明**What **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****是否遭任何國家通緝？** Are you on the wanted list?**□ 否**No **□ 是**Yes **請說明**What **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **本人玆此授權公司得就本人在此陳述之內容真實性，進行確認；本人完全瞭解，任何不實陳述將足以構成聘僱關係之終止。本人並同意授權公司基於人事管理相關業務上之目的，得在符合個人資料保護相關法令之規定範圍內進行蒐集、處理、使用本人所提供之個人資料。**I hereby authorize Company to confirm the accuracy of all statements made on this form, and I fully understand that any false statements made herein will be sufficient cause for employment termination. I hereby agree and authorize Company to collect, handle, and use the personal information which I have provided or will provide in accordance with relevant laws about personal information protection, for purpose of Company personnel management.**簽名**Signature  **日期**Date  |
| **本人同意並保證：本人於在職期間將遵守公司所有相關規定。如有違反行為，本人同意接受員工手冊相關規定之懲處。**I hereby declare that I will comply with all Company regulations during my employment. In case of any violation, I agree to accept and be bound by applicable penalties as specified in the Company Employee handbook.**簽名**Signature  **日期**Date  |