

TAIWAN PAN PACIFIC RETAIL MANAGEMENT CO. LTD.

**EMPLOYMENT APPLICATION FORM**

**職位申請表**

**STRICTLY CONFIDENTIAL**

**機密文件**

**入職資料COMMENCEMENT DETAILS *<<FOR HR USE ONLY>>***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 申請職位Position Applied For | : |  |  | 近照  Recent Photo |
| 期待薪資Expected Salary | : | X 月months |  |
| 可到職日Available Date | : |  |  |
|  |  |  |  |

**個人資料 PERSONAL PARTICULARS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name 姓名 (as shown on Passport必須與護照上的姓名相同) | | | | | |
| 中文全名 Chinese Name | 英文全名English Name | | 英文暱稱English Nickname | | 性別Gender  ⬜ 男 Male  ⬜ 女 Female |
| 身分證號ID Card No. | 出生日期Date of Birth  年 月 日 | | 婚姻狀況 Marital Status  ⬜ 單身 Singel  ⬜ 已婚 Married | | 國籍Nationality  ⬜ 中華民國R.O.C.  ⬜ |
| 電郵Email Address | | | | | 手機Mobile |
| 戶籍地址 Permanent Address | | | | | 戶籍電話 Permanent Telephone No. |
| 居住地址 Residential Address □ 同戶籍 Same as Permanent Address | | | | | 居住電話 Residential Telephone No. |
| 緊急連絡人姓名  Emergency Contact | | 電 話  Contact No. | | 關 係  Relation | |

**學歷 EDUCATION BACKGROUND**

填寫順序請依序將最近期的資料先填入Please complete this part in reverse chronological order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 時期Period | | 曾經／現正就讀的學校  Schools, Colleges, Universities, etc.  Attended / Attending | 主修科目  Main Subjects Studied | 是否畢業  Graduated |
| From 由  (MM 月/YYYY年) | To 至  (MM 月/YYYY年) |
|  |  |  |  | □ 畢業 □ 肄業 |
|  |  |  |  | □ 畢業 □ 肄業 |
|  |  |  |  | □ 畢業 □ 肄業 |
|  |  |  |  | □ 畢業 □ 肄業 |

**專業資格PROFESSIONAL QUALIFICATION**

填寫順序請依序將最近期的資料先填入Please complete this part in reverse chronological order

|  |  |  |
| --- | --- | --- |
| 獲取資格日期Achievement Date | 頒發機構名稱  Professional Organization Name | 證書 / 文憑 / 會員資格 / 專業資格  Certificate / Diploma / Membership Attained / Qualification Attained |
|  |  |  |
|  |  |  |
|  |  |  |

**語言能力及其他專業能力LANGUAGES AND SKILLS & OTHER PROFESSIONAL S****KILL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 聽Listening | | | | 說Speaking | | | | 讀Reading | | | | 寫Writing | | | |
| Fluent  流利 | Good  良好 | Fair  一般 | Unlikely  不會 | Fluent  流利 | Good  良好 | Fair  一般 | Unlikely  不會 | Fluent  流利 | Good  良好 | Fair  一般 | Unlikely  不會 | Fluent  流利 | Good  良好 | Fair  一般 | Unlikely  不會 |
| 中文  Mandarin | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| 英語  English | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| 日文  Japanese | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| 其他  Others | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| 電腦技能PC Skills: **□** Word **□** Excel **□** PowerPoint **□** Access | | | | | | | | 其他軟體Other Software: | | | | | | | | |

**EMPLOYMENT HISTORY 工作經驗**

填寫順序請依序將最近期的資料先填入Please complete this part in reverse chronological order

|  |  |  |  |
| --- | --- | --- | --- |
| 時期Period | | 公司名稱Name of Employer | 底薪Basic Salary  NT$ x 月months |
| 由From  (月MM / 年YYYY) | 至To  (月MM / 年YYYY) |
|  |  | 最後職位Position Held | 其他獎金Additional Bonus  NT$ x 月months |
| 主要職責Main Duties | | | 業績獎金Commission  NT$ x 月months |
| 離職原因Reason of Leaving | | | 其他津貼及福利Other Allowance & Benefit |

|  |  |  |  |
| --- | --- | --- | --- |
| 時期Period | | 公司名稱Name of Employer | 底薪Basic Salary  NT$ x 月months |
| 由From  (月MM / 年YYYY) | 至To  (月MM / 年YYYY) |
|  |  | 最後職位Position Held | 其他獎金Additional Bonus  NT$ x 月months |
| 主要職責Main Duties | | | 業績獎金Commission  NT$ x 月months |
| 離職原因Reason of Leaving | | | 其他津貼及福利Other Allowance & Benefit |

|  |  |  |  |
| --- | --- | --- | --- |
| 時期Period | | 公司名稱Name of Employer | 底薪Basic Salary  NT$ x 月months |
| 由From  (月MM / 年YYYY) | 至To  (月MM / 年YYYY) |
|  |  | 最後職位Position Held | 其他獎金Additional Bonus  NT$ x 月months |
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| --- | --- | --- | --- |
| 時期Period | | 公司名稱Name of Employer | 底薪Basic Salary  NT$ x 月months |
| 由From  (月MM / 年YYYY) | 至To  (月MM / 年YYYY) |
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| 主要職責Main Duties | | | 業績獎金Commission  NT$ x 月months |
| 離職原因Reason of Leaving | | | 其他津貼及福利Other Allowance & Benefit |

**其他資料OTHER INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | 沒有No | | 有Yes | 如”有”請詳述If “Yes”, please give details | |
| 1. | 是否持有有效的急救證書?  Do you have valid Standard First Aid Certificate? | | **□** | | **□** | 考取資格日期:  Achievement Date | |
| 2. | 是否被任何前僱主解僱?  Have you ever been dismissed by your previous employers? | | **□** | | **□** |  | |
| 3. | Have you ever been found guilty of an offence in a court of law?  是否被法院判定有罪行? | | **□** | | **□** |  | |
| 4. | 是否有親屬/朋友現受聘於本公司?  Do you have any relatives/friends currently employed by us? | | **□** | | **□** | 姓名Name: 關係Relationship:  部門Department: | |
| 5. | 你如何得知本公司的職缺? How do you know about our opening?   |  | | --- | | □ 徵才廣告Job Advertisement:  ○ 104 ○ Linkedin ○ 社群媒體 Social Media: ○ 就業服務處Job Service Office ○ Other 其他:  □ 親友介紹Referral from Relatives / Friends: 職員姓名Staff Name: 部門Department:  □ 招聘顧問 / 獵頭公司Recruitment Agency Name: □ 就業博覽會/活動 Job Fair:  □ 其他途徑 Other Channels: | | | | | | | |
| 資歷查核 (請提供過去共事之主管或同事資料) Reference Check (Please provide your ex-manager or colleague’s contact information ) | | | | | | | |
| 姓名Name | | 任職公司Company Name | | 擔任職務Position | | | 連絡電話/電子郵件Tel No./email |
|  | |  | |  | | |  |
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**招聘用之個人資料使用聲明Personal Information Collection Statement pertaining to Recruitment**

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| --- |
| 此申請表格上收集之個人資料將予台灣泛亞零售管理顧問股份有限公司作為招聘有關用途。申請人所提供的資料將予保密及只作招聘有關職位用途，公司將保留所有申請不多於一年，其後將被銷毀。本公司在甄選過程中均採取平等機會處理所有職位申請，絕不會因種族、性別、殘疾或家庭崗位構成任何歧視。根據個人資料保護法，您有權向公司之人力資源部要求更正與您職位申請有關之個人資料。  The personal data collected in this application form will be used by Pan Pacific Retail Management (HK) Co. Ltd for recruitment proposes. Information collected will be treated in strict confidence and used solely for recruitment purpose. The Company will retain all applications no longer than 1 year of which will be destroyed thereafter. We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. |

**聲明Declaration**

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| 本人確認本申請表內所填各項確為本人據實填寫，並明白如有任何隱瞞造假將導致即時解僱而不獲任何補償之處分。本人已細閱並明白此聲明。  I declare that all the information provided by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in summary dismissal without any compensation. I have read and understand this agreement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s Signature 申請人簽署 Date 日期 |

***FOR OFFICE USE ONLY***

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| Remarks by interviewer:  Name of interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Decision: □ 2nd Interview □ Hire □ Reject Other Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Join Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Basic Salary: NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month Other Allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by HR Manager: |