* **本申請書自填寫日起一年內若未經錄用，即予銷毀。**

**Employment Application**

**求職申請書**

**Position Objective** 申請職位 **實際到職日/員工編號/職等 由HR填寫**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Desired  應徵職務 | Available  預計到職日 | Interview Date  面試日期 | Actual  實際到職日 | Emp. No.  員工編號 | Grade  職等 |
|  |  |  |  |  |  |

**Indicate how you learned of this opening** 指出你是如何得知此一徵才機會

|  |  |  |  |
| --- | --- | --- | --- |
| Agency (Name of Agency)  機構 (機構名稱) | Employee referral (Name of Employee)  員工推薦 (員工姓名) **Employee Signature推薦員工親簽** | | Other  其他 |
|  |  |  |  |

**Personal Information**個人資料 (Required皆為必填)

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese Name：  中文姓名 | | Known Name：  英文別名 | Photo  照片 |
| English Name：  護照英文拼音 | | ID No.：  身分證字號 |
| Date of Birth (**西元** yyyy/mm/dd)：  出生年月日 | | Mobile：  手機 |
| Permanent Tel：  戶籍電話 | | Birthplace：  出生地 |
| Present Tel：  通訊電話 | | Marital Status：婚姻狀況  □　Single 單身 □　Married 已婚 |
| Emergency：  緊急聯絡人 | Relation：  關係 | Contact Tel：  緊急聯絡人電話 |
| Permanent Address □□□　　　　縣(市)　　　　鄉鎮市區　　　　里(村)　　　　鄰　　　路(街)　　　　段  戶籍地址 　　　　巷　　　　弄　　　　衖　　　　號之　　 　　樓之　　 　　室 | | | |
| Current Address □□□  通訊地址 | | | |
| Private e-mail 個人電子信箱 **(到職後電子薪資單郵寄信箱)** | | | |

**Family Condition (including Parents, Spouse, Children, Brothers/Sisters)** 家庭狀況

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relation 稱謂 | Name姓名 | Year of Birth 出生年 | Occupation 職業 | Contact Tel.聯絡電話 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**List any relatives/friends currently employed by LF Logistics**有無親友在本公司服務

|  |  |  |  |
| --- | --- | --- | --- |
| Name 姓名 |  | Relationship 關係 |  |

**Education Background/Vocational Training** 教育程度/職業訓練

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of school/Institute  學校名稱/訓練機構 | | Form 自 | | To 至 | | Degree  學位 | Graduated  Y/N畢/肄 | Major Subject  主修科目 | Other  其他 |
| YR.年 | MO.月 | YR.年 | MO.月 |
| High School 高中(職) |  |  |  |  |  |  |  |  |  |
| College/Univ.大專/大學 |  |  |  |  |  |  |  |  |  |
| Other Institute 其他 |  |  |  |  |  |  |  |  |  |

**Professional Skill** 專業技能

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language 語文 | PC Operation 電腦操作 | 堆高機證照 | 專業證照 | Other 其他 |
|  |  |  |  |  |

**Please List your work experiences請列出您的工作經歷**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present or Last Employer  **現任或前第一任雇主** | Next to Last Employer  前第二任雇主 | Second from Last Employer  前第三任雇主 |
| Company Name  公司名稱 |  |  |  |
| Type of Business  業務性質 |  |  |  |
| Position  職稱 |  |  |  |
| Location  公司地點 |  |  |  |
| Wage  Start / Last  薪資  起薪/離職時 |  |  |  |
| Date Started  到職日 |  |  |  |
| Date Left  離職日 |  |  |  |
| 在職年月 | 年 月 | 年 月 | 年 月 |
| Name / Title of Supervisor  直屬長官  姓名 / 職銜 |  |  |  |
| Job Duties  工作內容 |  |  |  |
| Reason for Leaving  離職原因 |  |  |  |
| 是否願意我們聯絡您以前主管 | □願意  □不願意，請說明原因 | □願意  □不願意，請說明原因 | □願意  □不願意，請說明原因 |
| Reference Name  職業信用評估者姓名 |  |  |  |
| Reference Phone#  職業信用評估者電話 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present or Last Employer  **前第四任雇主** | Next to Last Employer  前第五任雇主 | Second from Last Employer  前第六任雇主 |
| Company Name  公司名稱 |  |  |  |
| Type of Business  業務性質 |  |  |  |
| Position  職稱 |  |  |  |
| Location  公司地點 |  |  |  |
| Wage  Start / Last  薪資  起薪/離職時 |  |  |  |
| Date Started  到職日 |  |  |  |
| Date Left  離職日 |  |  |  |
| 在職年月 | 年 月 | 年 月 | 年 月 |
| Name / Title of Supervisor  直屬長官  姓名 / 職銜 |  |  |  |
| Job Duties  工作內容 |  |  |  |
| Reason for Leaving  離職原因 |  |  |  |
| 是否願意我們聯絡您以前主管 | □願意  □不願意，請說明原因 | □願意  □不願意，請說明原因 | □願意  □不願意，請說明原因 |
| Reference Name  職業信用評估者姓名 |  |  |  |
| Reference Phone#  職業信用評估者電話 |  |  |  |

**Have you ever been EMPLOYED with LF Logistics Taiwan 你是否曾受雇於本公司**

|  |
| --- |
| * No 否 □ YES 是, If YES, Indicated location where employed and dates. 如是，請註明受雇地點與期間 |

**Hobbies & Interests 興趣與嗜好**

|  |
| --- |
|  |

**What are you personal interests and what type of a career do you wish to pursue ?**

**您希望加入什麼樣的工作氛圍?**

|  |
| --- |
|  |

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| --- |
| Salary Desired 期望待遇 |
|  |

**PLEASE READ CAREFULLY 注意事項**

**LF Logistics Taiwan 只會將此份資料使用在您與 LF Logistics Taiwan 的雇用關係上，在法律規定的範圍內，您可透過人力資源部查閱及更正個人資料。**

Read carefully the following statement and agreement before signing the application.

在簽名之前，請仔細閱讀求職申請書之下列聲明及協議。

1. I certify that the information contained in this application is correct to the best of my knowledge and that any material misrepresentation is grounds for dismissal from the employ of LF Logistics Taiwan, or rejection of my application for employment.

我保證本求職申請書之資料皆正確無誤，而任何資料之錯誤陳述皆可作為LF Logistics Taiwan公司解聘或取消應聘資格。

1. I authorize LF Logistics Taiwan to investigate my references and other information about me, and I authorize my former employers and any other persons or organizations to provide any accurate information they have about my background.

我授權予LF Logistics Taiwan 可調查我的職業信用評估或其他任何有關我工作能力上的資料，我並且授權我的前任雇主們或其他任何人或組織提供我工作上，個人正確之身家背景資料給LF Logistics Taiwan 公司。

1. I understand that LF Logistics Taiwan policy prohibits an employee under the influence of intoxicants or controlled substances from working, and that testing may be required of an employee reasonably suspected to be under the influence, or who is involved in or who contributed to an accident involving injury or harm to individuals, property or equipment.

我了解LF Logistics Taiwan 公司的政策是禁止員工在工作時服用麻藥、酒或使用違禁品；因此，當員工因上述合理嫌疑而造成意外傷害意外的發生，或傷及個人、財產、或設備等，必須接受檢驗。

1. I understand and agree that the first ninety (90) days of employment will be considered a probationary period.

我了解並同意開始聘用之後90天被視為試用期。

|  |  |  |
| --- | --- | --- |
|  |  |  |

SIGNATURE OF APPLICANT DATE OF SIGNING

申請人簽名  簽名日期