應徵人員人事資料表

Applicant’s Personal Information

**照片**

*\*\*員工號碼：*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 應徵職位  Position of Application |  | 職位代碼  Position Number |  | 應徵日期  Date of  Application |  |

1. 基本資料 Personal Information

\*本公司將依照個人資料保護法蒐集、處理與利用您以下所提供的個人資料，詳細資訊請參照本人事資料表最末頁之說明。

DKSH will collect, process and use the personal information in this form in accordance with Personal Information Protection Act. For more detailed information, please refer to the last page of this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名  Name | 中文  Chinese | 出生日期  Date of Birth | 民國 年 月 日 | | |
| 英文  English |
| 身份證字號  ID/Passport No |  | 性別  Gender |  | 血型  Blood Type |  |
| 婚姻狀況  Marital Status | * 已婚Married □未婚Single   □其他Others | 國籍  Nationality |  | | |
| 戶籍地址  Permanent  Address | □□□  縣 市鎮 村 鄰 路 段 巷 弄 號之  市 鄉區 里 街 | | | | |
| 通訊地址  Current  Address | * □□同上Same as above   或or 縣 市鎮 村 鄰 路 段 巷 弄 號之  市 鄉區 里 街 | | | | |
| 聯絡電話  Phone No. | (O) | 手機Mobile  Phone |  | | |
| (H) | Email |  | | |
| 兵役狀況  Military Service | □未役Not Yet □免役/國民兵No Obligation □役畢Discharged  □役中In Service 役期 Period (起From  迄To ) | | | | |

B. 學歷 Education Background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 學歷Degree | 學校名稱Name of School | 主修科系Major | 起From | 迄To | 是否畢業Graduate? |
| 高中/專科  High School/ College |  |  |  |  |  |
| 大學  University |  |  |  |  |  |
| 研究所  Graduate School |  |  |  |  |  |
| 其他  Other |  |  |  |  |  |

C. 特殊技能、專長或訓練 Special Skills/Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 電腦技能  Computer Skills | 請列舉: | | | |
| 語言能力  Language | □ 英文English □ 日文Japanese □ 德文German  □ 其他Others (請註明: ) | | | |
| 訓練課程Training Course | | 訓練機構 Training Institution | 訓練期間 Period | 證照Certificate/ License |
|  | |  |  |  |

D. 工作經歷Work History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 服務機構名稱 | 職稱 | 服務期間 | 主管姓名/電話 | 離職原因 | 薪資 |
| Employer’s Name | Job Title | Service Period | Superior’s Name/ TEL | Reason For Leaving | Salary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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E. 家屬狀況 Family

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 稱謂Relationship | 姓名Name | 年齡Age | 服務單位Company | 職稱Title | 電話Phone No. |
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1. 緊急聯絡人 Emergency Contact

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 關係  Relationship |  | 地址  Address |  | 電話  Phone No. |  |

G. 其他Others

|  |  |  |
| --- | --- | --- |
| 1. 是否獲得專業資格認證(Did you get any professional certificate or license)? ………………….……  2. 是否公開發表過學術著作創作發明(Did you publicly present any articles)?  3. 最近三年內是否計劃深造(Are you planning to have advanced study during the next three years)?  4. 是否認識本公司之同仁(Do you know any of DKSH employees)? (Name:………………………….)  5. 是否曾受有期徒行刑之宣告確定(Have you been sentenced to imprisonment for definite term)?  6. 是否願配合本處對您擔任此職之調查(Are you willing to provide information for reference check?) | □ 是Yes  □ 是Yes  □ 是Yes  □ 是Yes  □ 是Yes  □ 是Yes | □否No  □否No  □否No  □否No  □否No  □否No |

* 本人充分瞭解本申請書之各項資料均屬實，若有任何虛構情事，願受無條件解僱處份 (I fully understand that any falsification in this Form constitutes a sufficient and cause termination of employment)
* 本人特此同意並授權台灣大昌華嘉及其相關企業和所委託之第三人為招募聘用、人事管理及業務執行之目的，在符合個人資料保護相關法令之範圍內，蒐集、於國內與國際間處理、利用及銷毀 (I hereby consent and authorize DKSH Taiwan and its affiliated entities and any other third parties authorized by the above entity or entities to collect, process, use and destory, domestically and internationally, the personal information that I provided or will provide for the purposes of DKSH’s recruitment process, personnel management and business operation in accordance with relevant laws governing the protection of personal information)
* 本人已詳閱上述內容並瞭解且已依個人資料保護法及相關法令之規定受告知本人事資料表內個人資料之蒐集目的、個人資料類別、利用之期間、地區、對象及方式、依個人資料保護法第三條規定得行使之權利及方式

(I have read the above statement and acknowledged that I understood and have been informed the purposes of collecting the Information, the classification of the Information, the time period, areas, targets and ways of using the Information, my rights under Article 3 of Personal Information Protection Act.)

**申請人簽名Signature： 日期Date：**

**可上班日期Date of Starting： 面談者備註Interviewer Use Only：**