# 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 | | | | | | | | | | | | | | |
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| **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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |