

工作申請單

APPLICATION FOR EMPLOYMENT

請以正楷填寫
PLEASE PRINT

填表日期

DATE

員工號碼

EMPLOYEE NO.

(照實填寫負責保密)

(All information treated confidentially)

中文姓名 Chinese Name	男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/>	籍貫 Place of Birth	照片 Photo
英文姓名 English Name	血型 Blood Type	出生日期 Date of Birth	
婚姻狀況 <input type="checkbox"/> 未婚 Single <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 離婚 Divorced <input type="checkbox"/> 喪偶 Widowed	身份證號碼 I. D. No.		
目前地址 Present Address	電話 Tel. No.		
永久地址 Permanent Address	電話 / 行動電話 Tel.No. / Celuller No.		
電子信箱 E-mail Address	子女人數 No. of Children	人	撫養人數 No. of Dependents
軍種兵科 Militaty Status	自 From	至 To	軍階 Rank
遇緊急事件聯絡何人何處 In Case of Emergency Notify			緊急聯絡人電話 Tel. No.
申請何種職務 Position Applied for	第一志願 1st priority	第二志願 2nd priority	何時始可工作 Date to Start
目前服務單位名稱及地點 Name & Location of Your Present Employer			希望待遇 Minimum Salary
目前職位 Current Position	目前薪資 (含津貼) Gross Salary & Benefits		
更換工作原因 Reasons for changing job?	透過何種媒介獲知招募之訊息? Source of knowing this job opportunity?		
最勝任何種工作 What kind of work are you most qualified to do?			
嗜好及娛樂 (職業性的不在內) Non-vocational Interests and Hobbies			
過去是否有任何刑事記錄或觸法行為? (請詳實填寫否則一經查, 將予解雇) Detail of any criminal record?(Failure to give all relevant details may result in dismissal)			
以下僅供本公司填寫 For office use only			*** 請繼續填寫背面 ***
職位 Position	部門 Dept.	單位 Sub-Dept.	起用日期 Starting
薪津 Salary	<input type="checkbox"/> 試用 天期滿不調薪 No adjustment after probation <input type="checkbox"/> 試用 天期滿調為 Adjustment after probation		<input type="checkbox"/> 試用 天期滿依試用表調薪 Adust to Scale <input type="checkbox"/> 依聘約 (如附件) By Contract
核准 Approyed			
單位主管 Sub-Dept. Head	部門主管 Dept. Head	管理部 ADM	總經理 G. M.

學歷
Education

學校名稱及地點 Name and address of School or University	自 From	至 To	學歷及證書 Degree or Certificate	主修課程 Major Courses of Study

經歷
Employment Record

服務單位及地址 Name and address of Employer	期間 Period		職業性質 Nature of Business	職位及職務 Position & Duties	薪津 Gross Salary	離職原因 Reason for Leaving
	自 From	至 To				

外國語文程度
Language Qualification

你會的語言? What languages do you know?	講 Speak			寫 Write		
	非常好 Excellent	好 Well	尚可 Fair	非常好 Excellent	好 Well	尚可 Fair

專業訓練或特長 (特別資格或通過考試檢定)
Describe any special vocational or technical training and specialized knowledge ability?

會操作何種專業機器及電腦軟體?
What business machines and computer softwares can you operate?

健康狀況
How is your health?

身高 Height	公分 cm	體重 Weight	公斤 kg	是否缺陷? Have you any handicaps on?

曾有何種重病、受傷或手術?
Have you ever had any serious illness, injury or operation?

余鄭重聲明：表中所填各項均屬實情，且為本人親自填寫，如有虛報，本人願受解職處份。
In signing this application and in consideration of my securing employment with Tempus hotel, I do hereby affirm that the preceding statements are true to the best of my knowledge and belief, and that any misrepresentation of facts or material omission there of shall be cause for dismissal.

申請人簽名/日期
Signed by Applicant / Date

本人同意提供個人資料作為應徵貴公司職務使用