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| **應徵及人事基本資料表Application’s Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 應徵職務Apply Job | |  | | | | | | 到 職 日On Board | | | | |  | | | | | | | 員工編號Employee No | | | | | | | |  | | | | |
| 姓名Name | |  | | | | | | 英文姓名English Name | | | | |  | | | | | | | | | | | | | | | 照片Picture | | | | |
| 身份證字號ID/Passport No | |  | | | | | | 出生日期Date of Birth | | | | |  | | | | | | | | | | | | | | |
| 性別Sex | | □男Male □女Female | | | | | | 婚姻狀況Marital Status | | | | | □已婚Married□未婚Single□其他Others\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 通訊地址Current Address | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 郵件信箱E-MAIL Add. | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 聯絡電話Phone No. | |  | | | | | | | | | 手機Mobile | | | | | |  | | | | | | | | | | | | | | | |
| **家庭狀況 FAMILY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 稱謂Relationship | 姓名Name | | | | | 年齡Age | | | | | | 服務機關Service | | | | | | | | | | | | | | 職稱Job Title | | | | | | |
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| **緊急聯絡人Emergency contact** |  | | | | | 稱謂Relationship | | | | | |  | | | | | | | | | 聯絡電話Phone No. | | | | |  | | | | | | |
| **兵役狀況Military Service** | □未役Not□免役/國民兵No Obligation □役 中In Service□役畢Discharged (□義務/志願役 □替代役 □ 年度國防訓儲) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 役期起Period From | | | | 年 月 | | | | | | | | | | | 役期迄Period To | | | | | | | | | | 年 月 | | | | | | |
| **學歷EDUCATION BACKGROUND** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 學歷Degree | | 學校名稱Name of School | | | | 科系Major | | | | | | | | | | | | 起From | | | | 迄To | | | | | 畢業否Graduation or not | | | | | |
| 博士PHD | |  | | | |  | | | | | | | | | | | |  | | | |  | | | | | □有Yes□無No | | | | | |
| 研究所Graduate School | |  | | | |  | | | | | | | | | | | |  | | | |  | | | | | □有Yes□無No | | | | | |
| 大學University | |  | | | |  | | | | | | | | | | | |  | | | |  | | | | | □有Yes□無No | | | | | |
| 高中/專科Sr. Hi/ College | |  | | | |  | | | | | | | | | | | |  | | | |  | | | | | □有Yes□無No | | | | | |
| 其他Other | |  | | | |  | | | | | | | | | | | |  | | | |  | | | | | □有Yes□無No | | | | | |
| **經歷Experience** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 服務機構名稱Employer’s Name | | 職稱Job Title | | | | | 服務期間Service Period | | | | | | | | | | | 薪資Salary | | | | | | 年薪資Annual Salary | | | 離 職 原 因Reason for Leaving | | | | | |
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| **語言能力Language Skills Language ability** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 英文English | | □精通Excellent□中等Good□普通Normal□無None (TOEIC Test Scores / TOEFL Test Scores ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 日文Japanese | | □精通Excellent□中等Good□普通Normal□無None(JLPT Test Level ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 訓練課程Training Course | | 訓練機構 Training Institute | | | | | | | | | | | | | 訓練期間,起 Period from | | | | | | | | 訓練期間,訖 Period to | | | | | | 證書/證明Certificate/ License | | | |
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| 期望待遇Expected Salary | | 月薪 Monthly salary | | | | | | |  | | | | | | 年薪 Annual Salary： | | | | | | | | | | | | | |  | | | |
| **近年來主要工作職責及貢獻 THE MAJOR RESPONSIBILITY AND CONTRIBUTION TO COMPANY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 項目project | | | 說明Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主要工作內容Major Responsibility | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 最困難之部份 (如何突破) The Most Challenge Part ( How to Break Through) | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 最有成就之部份(如何做到) The Major Contribution to Company ( How You Make It) | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **其他 OTHER** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **否N** | | **是Y** |
| 1. 專業證照Professional Certificate/ License?   請說明Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 專利IP ?請列明Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否公開發表過學術著作或創作發明? Have you publicly present any articles? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 最近三年內是否計劃深造? Do you have any advanced study in 3 years plan? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否曾受有期徒刑之宣告確定? Have you been sentenced to imprisonment for definite term? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否願配合本公司對您擔任此職之經歷調查? Are you willing to provide information for reference check? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否有肢體或器官功能不便?Do you have any disabilities? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否持有有效之身心障礙手冊? Do you have a valid Disabilities Manuals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否具有原住民身份? Do you have an original resident identity? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 是否曾服用迷幻藥及其他違禁藥物? Have you ever take a hallucinogen or drug abuse? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 您是否有親友在本公司服務?(如果是，請提供人員姓名) Do you have any relative and friend work in our company?Ｗho\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 您是否曾經在海外服務? (如果是，請說明服務期間及地點) Have you ever served overseas ?   When\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| 1. 您是否曾在新麗或關係企業工作過?(如果是,請說明服務部門及期間)Have you ever worked in Shinih Enterprise CO., LTD Or Shinih GROUP? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | □ | □ | |
| **Company / Department** | | | |  | | | | | | 起From | | | |  | | | | | 迄To | | | | | |  | | | | |
| 1. 您如何得知本公司求才訊息? How do you know this job opening?   □網路Internet □員工介紹 Employee \_\_\_\_\_\_\_\_\_\_\_\_\_ □報紙Newspaper\_\_\_\_\_\_\_\_\_\_\_\_\_  □顧問公司Headhunter\_\_\_\_\_\_\_\_\_\_ □徵才展Recruiting Fair \_\_\_\_\_\_\_\_\_\_\_\_\_□其他 Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 可上班日期Date of work： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人鄭重聲明本申請書之各項資料均為屬實，若有任何虛構情事，願接受免職處分。  The undersigned certify that the statements made above are true and correct and understand that any false information may cause termination of employment.  申請人簽名Signature ： 日期Date： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**個人資料保護法應告知事項暨同意書**

**本人同意蒐集、處理及利用個人資料**

新麗企業股份有限公司(簡稱新麗公司)依據個人資料保護法（以下稱個資法）第八條規定，應向本人告知下列事項：

1. 蒐集之目的：辦理本人之人事招募、人事行政管理事務等。
2. 蒐集之個人資料類別：

就上述目的至本人履歷中所提及之□現職單位 □前職單位 之僱主進行人事照會及工作績效表現確認，以及向有關的政府部門／院校／機構查詢本人的學歷／語文／專業資格和索取有關紀錄，並可將有關資料送交其他政府部門／當局／機構進行學歷評審）。

1. 個人資料利用之期間、地區、對象及方式：

(ㄧ) 期間：個人資料蒐集之特定目的存續期間(即本人同意期間自民國 年 月 日至民國 年 月 日止及本人任職新麗公司期間)、依相關法令就資料之保存所保存年限或依契約約定之保存期間。

(二) 地區：不限本國。

(三) 對象：新麗企業股份有限公司。

(四) 方式：電話口頭照會、電子文件、紙本。

1. 依據個資法第三條規定，就本人之個人資料得行使下列權利：

(ㄧ) 得向新麗公司查詢、請求閱覽或請求製給複製本。

(二) 得向新麗公司請求補充或更正，惟依法本人應為適當之釋明。

(三) 得向新麗公司請求停止蒐集、處理或利用及請求刪除。

本人已清楚瞭解 新麗公司蒐集、處理或利用本人個人資料之目的及用途，特立本同意書，同意新麗公司，於上開特定目的必要範圍內利用本人個人資料；爲證明上列事項確經本人之同意屬實無訛，乃親自簽章如下為憑。

本人(親自簽章)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 年 月 日

表單編碼：TW-SN-HR-002#03A