**亞詮餐飲事業股份有限公司**

 Asiamaz Company, Ltd.

# 人事資料表Personnel Information Form

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| **R.A.P. Use Only**內部填寫 | **Payroll No.** |  | **Dept.** | **Taïrroir** | **Date Employed** | **mm/dd/yy**西元月/日/年 |
| \* Please fill out the form in English or Chinese 請使用英文或中文填寫此資料表 |
| **Job Applied For**申請職務 | **1.**  | **2.** |
| A. General Information 個人基本資料 |
| **Name**姓名 | **Chinese**中文 |  | Nationality國籍 | □ **R.O.C.** 中華民國 | Photo照片 |
| **English**英文 |  | □  |
| **Birth Date**出生日期 |  **mm/dd/yy**西元月/日/年 | Birth Place出生地 |  |
| **Blood Type**血型 | □ **A** □ **B** □ **O** □ **AB** □ **RH** | Gender性別 | **Male**男 □ **Female**女 □ |
| **I.D. No.**身分證字號 |  |  |  |  |  |  |  |  |  |  | **Marital Status**婚姻 |  **Single**未婚 □ **Married**已婚□ |
| Mailing Address通訊地址 | □□□ | **Tel ( )** |
| **Permanent Address**戶籍地址 | □□□ | **Tel ( )** |
| E-mail Address電子郵件 |  | Cellphone行動電話 |  |
| **Military Service**兵役狀況 | Service軍種 |  | **Rank**軍階 |  | **Status**狀況 |  | **Period**期間 | From起 Yr年 M月 To迄 Yr年 M月 |
| **Certificate No.**退伍令字號 |  | **Reason of Exemption & Certificate No.**免役原因及證明字號 |  |
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| B. Education & Personal Interest (insert row as needed) 教育與個人興趣 (請依需要自行增加列) |
| **Grade**階段 | **Name of School**學校名稱 | **Location**地點 | **From**起 | **To**迄 | **Major**科系 | **Graduated**是否畢業 | Degree學位 | Type日/夜間部 |
| **M**月 | **Yr**年 | **M**月 | **Yr**年 | **Yes** | **No** |
| High School 高中(職) |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **Jr. College**專科 |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **University**大學 |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **Post graduate**研究所 |  |  |  |  |  |  |  |  |  |  |  |
| **Post graduate**研究所 |  |  |  |  |  |  |  |  |  |  |  |
| **Other**其他 |  |  |  |  |  |  |  |  |  |  |  |
| Describe any special vocational or technical training and specialized knowledge/skill 請說明您的專業知識與技能**In summary, key words of your expertise are:** 您專業技能的關鍵字詞為何(註：關鍵字有助於迅速搜尋相關人才) |
| **Personal Interests & Hobbies**個人興趣、嗜好 |
| License or Government Certificate專業證照 | **Date of Issue**發照日 | **Certificate No.**證照字號 | **Remarks**備註 |
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| C. Working Experience (It is at your discretion to provide the information of supervisor and compensation.)  工作經驗 (直屬主管及薪資資料請自行斟酌是否填寫) |
| From 起 | To 迄 | Title /On Grade Year職稱/在職年資 | **Co. Name**公司名稱 | **Supervisor**直屬主管 | **Compensation** 薪資 | **Reason** **for Leaving**離職原因 |
| **M**月 | **Yr**年 | **M**月 | **Yr**年 | **Name**姓名 | **Title**職稱 | **Monthly Base Salary** 月薪 | **Allowance****/Bonus** 津貼/獎金 | **Others**其他 |
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| **May we contact your present employer?** 亞詮餐飲事業是否可與您的現任雇主聯絡查證  **□ No**否 **□ Yes**是**We shall not do so without your consent.** 未經您同意亞詮餐飲事業絕不會聯絡您的現任雇主 |
| **Describe your experience, major achievement during each of the period mentioned above.**請摘要您於上述各職務的主要成就 |
| **Language Ability: indicate the language and your proficiency, i.e. Excellent, Good, Useful, A little, Not at all.****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 |
| **Second Language and so on**第2、3...外國語 | **Read** 讀 | **Write** 寫 | **Speak** 說 | **Remarks**備註 |
| **1. English** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **English typing speed** 英打速度 **W/M**(字/分) | **Chinese typing speed** 中打速度 **W/M**(字/分) |
| D. Others 其他 |
| **Family Information** (including parents, parents-in-law, guardian, spouse, children & siblings) **家庭資料**(父母、 岳父母、監護人、配偶、子女及兄弟姊妹) |
| **Relationship**關係 | **Name** 姓名(可使用中文) | **Age**年齡 | **Occupation** 職業 | **Address** 住址(可使用中文) | **Tel** 電話 |
| **Father**父 |  |  |  |  |  |
| **Mother**母 |  |  |  |  |  |
| **Spouse**配偶 |  |  |  |  |  |
| **Children** 子女 |  |  |  |  |  |
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| **Do you have any relatives or friends working in Asiamaz Company, Ltd.?** 目前是否有任何親屬、朋友任職於亞詮飲食事業有限公司？□ **No** 否□ **Yes** 是 **If yes, please specify the name, relation and dept.** 如有，請列出姓名、關係及任職部門 |
| Name 姓名(可使用中文) | **Relation**關係 | **Department**部門 | Name 姓名(可使用中文) | **Relation**關係 | **Department**部門 |
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| **Reference Check 資歷查核 (Please provide minimum of three names. Your research advisor(s), colleagues, or supervisor(s) must be included in.)** 請至少提供三位查核對象，其中至少須含論文指導教授、授課教師、同事或直屬主管) |
| Name 姓名(可使用中文) | **Relation**關係 | **Company / Dept.**公司/部門 | **Title**職稱 | **Contact**聯絡方式 |
|  |  |  |  | (Tel)(Cell) | email: |
|  |  |  |  | (Tel)(Cell) | email: |
|  |  |  |  | (Tel)(Cell) | email: |
| **Person to notify in case of emergency 緊急聯絡人** |
| Name 姓名(可使用中文) | **Relation**關係 | **Address** 地址(可使用中文) | **Tel/Cell** |
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| What do you expect most of the job that you are applying for? Please tick and explain briefly. 您對下一份工作最重視的項目為何，請勾選並簡要說明 |
| Aspect 項目 | **Why** 原因 | **Aspect**項目 | **Why**原因 |
| □ **Greater responsibility** 擔負更大的責任 |  | □ **New field of work**新領域 |  |
| □ **Salary**薪資 |  | Opportunities of learning□ & development訓練與發展的機會 |  |
| □ **Job security**工作保障 |  | □ Different location工作地點 |  |
| □ **Others**其他 |  |
| When will you be available for the new job if you are recruited?如獲任用何時可以報到Yr年 M月 Date日 | Expected Salary期望薪資 | NT$ |
| **Are you qualified for the below status as specified by law (Optional)? 您是否具有以下之法定身分 (非必填):** □原住民 **Indigenous people** □身心障礙者 **Individuals with disabilities**  |
| Which channel did you learn the job opening? 您自何處得知此職缺□ **Campus** 學校□ **Job bank**人力銀行□ **Newspaper ad.**報紙廣告□ **Magazines** 雜誌 □ **Friends / Relatives**親友□ **Teachers/Advisors** 授課教師/指導教授□ **Employment Service Office** 就業輔導站 □ **Others** 其他，請說明**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Additional information you wish to add 其他補充資訊 | **Have you ever committed crimes and been plead a charge?**您是否有任何犯罪紀錄或遭受起訴？□ **No**否□ **Yes**是 **What**請說明 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Are you on the wanted list?**是否遭任何國家通緝？□ **No**否 □ **Yes**是 **What**請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I hereby authorize R.A.P.DC 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 Asiamaz 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 Asiamaz Company 's personnel management.**本人玆此授權亞詮餐飲事業股份有限公司得就本人在此陳述之內容真實性，進行確認；本人慎重聲明以上所填各項均屬確實，如有虛報情形，願受免職處分。本人並同意授權亞詮餐飲事業股份有限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。****Signature 簽名 Date 日期**  |
| **I hereby declare that I will comply with all Asiamaz Company regulations during my employment. In case of any violation, I agree to accept and be bound by applicable penalties as specified in the Asiamaz Company Work Rules and relevant rules.****本人同意並保證：本人於在職期間將遵守亞詮餐飲事業股份有限公司所有相關規定。如有違反，本人同意接受工作規則及其他相關規定之懲處。****Signature簽名 Date日期**  |