

Hiring for Attitude Training for Skills



Shangri-La's

香格里拉
台北遠東國際大飯店
Far Eastern Plaza Hotel
TAIPEI

Employee No. _____



職位申請書 APPLICATION FOR EMPLOYMENT

申請職位 Position applied for	第一選擇 1 st Choice	
	第二選擇 2 nd Choice	

個人資料 PERSONAL DETAILS

中文姓名 Chinese Name					
英文姓名 English Name	名 Given Name	姓氏 Surname			
國籍 Nationality		身分證或居留證號碼 I.D. Card No.			
出生日期 Date of Birth	年 Y	月 M	日 D	性別 Sex	
婚姻狀況 Marital Status	<input type="checkbox"/> 單身 Single <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 子女人數 No. of Children _____				
身高 Height	體重 Weight	血型 Blood type			
兵役 Military Status	<input type="checkbox"/> 役畢 Served <input type="checkbox"/> 免役 Exempt <input type="checkbox"/> 未役 Not Served				
地址(戶籍地) Address for registered permanent residence	□ □ □				
(居住地) Address for current residence	□ □ □				
電子郵件信箱 E-mail					
電話 Telephone			行動電話 Cell Phone		
希望待遇 Salary expected \$	每月 per month _____		可否上夜班、輪班或兩頭班 Willing to work night or on a rotating shift or split shift?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No _____	
可上班日期 Date available for employment					
交通 Transportation	<input type="checkbox"/> 公共交通工具 Bus/MRT <input type="checkbox"/> 機車 Motor <input type="checkbox"/> 汽車 Car <input type="checkbox"/> 其他 Other _____				

經歷 EMPLOYMENT HISTORY (從最近經歷開始填寫 Show most recent employer first)

公司 Company	部門/職稱 Department / Position	時間Period 年Y/月M ~ 年Y/月M	薪資 Monthly Salary	離職原因 Reason for Leaving

學歷 EDUCATION

	學校名稱 School / College	科系/課程名稱 Department / Major	年/月 ~ 年/月 Y / M ~ Y / M	是否獲得文憑 Degree / Cert.Obtained
最高學歷 Highest				
次高學歷 Second Highest				

語文能力 LANGUAGE

	聽 Listen			說 Speak		
	流利 Fluent	好 Good	平平 Fair	流利 Fluent	好 Good	平平 Fair
中文Chinese						
英文English						
日文Japanese						
其他Others						
能力檢定 Certification	托福TOFEL _____ / 多益TOEIC _____ / 全民英檢GEPT _____ 雅思IELTS _____ / 日文JLPT _____ / 其他Others _____					

專業技能 PROFESSIONAL SKILLS

證照 Certificate	<input type="checkbox"/> 調酒證照Certificate of Bartender _____ <input type="checkbox"/> 廚師證照Culinary Certificate _____ <input type="checkbox"/> 電腦技能Computer Skill _____ <input type="checkbox"/> 汽機車駛執照Drivers license _____ <input type="checkbox"/> 其他Others _____
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嗜好及興趣 HOBBIES & INTEREST

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請列出可查詢你相關資料之主管 REFERENCES

請提供兩位你現任或以往雇主的姓名，以查詢你的工作紀錄。
Please provide at least 2 present or previous employers' details for references.

本人已徵得當事人同意並進行告知
I have informed the data subject and received his/her consent.

姓名 Name	任職公司 Company	職位 Position	電話 Telephone

其他資料 OTHER INFORMATION

	是 / Yes	否 / No	請陳述 / If so, state nature
是否曾被解僱或裁員？ Have you ever been dismissed from any employment?			
是否有任何罪案記錄？ Have you ever been convicted of a criminal offence?			
是否曾患重大疾病、損傷或接受任何手術？如有，請簡述。 Have you ever suffered from any serious illness, injuries or operations? If yes, please state. <input type="checkbox"/> 否No <input type="checkbox"/> 是Yes _____			
是否認識本飯店任何員工？ Are you acquainted with any person currently employed by the Hotel? <input type="checkbox"/> 否No <input type="checkbox"/> 是Yes 姓名Name_____ 職稱Position_____			

聲明Declaration

香格里拉台北遠東國際大飯店(鼎鼎大飯店股份有限公司)，基於與人力資源管理與人才招聘有合理關聯之特定目的範圍內，得於本飯店經營地區與前開特定目的消失前之期間內，蒐集、處理及利用申請人於本申請書所載欄位填具之個人資料，俾以辦理甄選招募作業。申請人享有向本公司人事部門查詢、製作複本、補充更正、刪除及請求停止蒐集、處理、利用之權利，申請人就本申請書欄位得自由選擇填具與否，惟下列資料若有填載不實、虛報隱匿或缺漏情事，本飯店得不予錄用，或於僱用後依據勞基法第12條第1款不經預告終止契約，且不得向本飯店為任何請求。

本人同意提供體格檢查報告、個人醫療紀錄與犯罪前科予 貴飯店於前開特定目的內蒐集、處理及利用。

Shangri-La's Far Eastern Plaza Hotel, Taipei, known as Ding Ding Hotel Company Ltd. (hereby referred to as "the hotel"), will collect, process and use applicant's personal data filled in the form within the business areas and operation period of the hotel for matters related to recruiting and human resource management. Applicant is entitled to request for a review, making duplications, supplement, correction, deletion and discontinuation further processing of the personal data held by the hotel. Besides, Applicant can choose not to provide his/her personal data, but if applicant provide deceived or forged information, the hotel could thereby cancel the offer, dismiss or terminate contracts without prior notice as the result. The hotel shall not be liable to compensate employee for any lost arisen therefore.

I agree to provide the hotel with my health check report, personal medical history and criminal records, for the hotel to collect, process and use within the matters mentioned above.

申請人簽名Applicant's signature

日期Date

用人單位 1st INTERVIEW

職能 Competency	Excellent 5	Very Good 4	Meets Standard 3	Needs Improvement 2	Inadequate Performance 1
執行力 Execution					
創新和改變 Innovation & Change					
自我管理 Self Management					
領導力 Leadership (For Level 3 only)					

意見 Comments

Recommendation: Pass for 1st Interview Does not Pass

面試者 Interviewed by 日期 Date 簽名 Signature

面談評估 2nd INTERVIEW (Division Head)

意見 Comments

Recommendation: Pass for 2nd Interview Does not Pass

面試者 Interviewed by 日期 Date 簽名 Signature

人事單位 3rd INTERVIEW

職能 Competency	Excellent 5	Very Good 4	Meets Standard 3	Needs Improvement 2	Inadequate Performance 1
關注顧客 Customer Focus					
團隊合作 Team Work					
道德與價值觀 Ethics and Values					
適應力 Cultural Competency					

意見 Comments

Recommendation: Pass for 3rd Interview Does not Pass

面試者 Interviewed by 日期 Date 簽名 Signature

FINAL INTERVIEW (General Manager/Resident Manager)

結果 Result Hire Does not Pass

日期 Date 簽名 Signature

HIRING RECOMMENDATION

部門 Division/Department	試用期調薪 After Probation
職位 Position 職級 Grade	到職日 Commencement Date
月薪 Monthly Salary	備註 Remarks