



台南遠東香格里拉
SHANGRI-LA
FAR EASTERN
TAINAN

Employee No. _____



職位申請表
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		身份證或居留證號碼 I.D. Card No.	
西元出生日期 Date of Birth	西元	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 _____		
緊急事故聯絡人 Emergency Contact	姓名 Name	關係 Relationship	聯絡電話 Telephone
身高 Height		體重 Weight	
兵役 Military Service 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		通勤工具 Transportation	
電話 Telephone		行動電話 Cell phone	
希望待遇 Salary expected \$	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 _____		
每月 per month	_____		
可上班日期 Date available for employment			

經歷 EMPLOYMENT HISTORY (從最近經歷開始填寫 Start from most recent experience)

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	一般 Fair	流利 Fluent	好 Good	一般 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 _____ / 其它 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"/> 汽機車駕駛執照 Driver's License _____ <input type="checkbox"/> 電腦技能 Computer Skill _____ <input type="checkbox"/> 其它 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主管的姓名，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

是否曾被解雇或裁員? Have you ever been dismissed from any employment?	是/Yes	否/No	請陳述/If so, state nature
是否有任何罪案紀錄? 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 _____			
是否由本飯店員工介紹前來面試? Were you referred by current employ at Hotel? <input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes 介紹人 Referred by _____ 職稱 Position _____			

聲明 Declaration

香格里拉台南遠東國際大飯店(遠鼎股份有限公司 台南分公司)，基於與人力資源管理與人才招募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，或於聘僱後依據勞動基準法第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, Tainan, known as Yuan Ding company Limited. (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 _____