

個人資料提供同意書

Personal Data Consent Form

本同意書說明捷絲旅台南館(以下簡稱本公司)將如何處理職位申請書所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得進行職位申請面談，但若您已接受職位申請面談，視為您已取得法定代理人之同意，並遵守以下本同意書的所有規範。This Consent Form stipulates how Just Sleep Tainan (hereinafter referred to as “the Company”) handles all personal data collected through the Company’s Employment Application Form. By signing this Consent Form and placing a check next to “I agree”, you acknowledge that you have read and understood this Consent Form and you agree to accept the terms and conditions set out below. If you are under the age of 20, you should not participate in an interview until your parent or legal guardian has read and understood this Consent Form and agreed to accept the terms and conditions set forth herein. If you agree to participate in an interview, the Company will assume you have obtained the consent of your parent or legal guardian to the terms and conditions contained in this Consent Form as follows:

1. 本公司(捷絲旅台南館)人力資源部取得您的個人資料，目的是作為員工招募或人事行政管理相關業務之用。在本公司遵照中華民國個人資料保護法及其他適用法律之規定，依本公司隱私權保護政策，蒐集、處理及利用您的個人資料。The Company’s Human Resources Department collects your personal data for the purposes of recruiting employees or for the administration and management of the Company’s human resources. The Company collects, uses, and maintains your personal data in compliance with The Personal Data Protection Act of the Republic of China and other applicable laws.
2. 您可依個人資料保護法及其他適用法律，就您的個人資料向本公司：(1)請求查詢或閱覽、(2)製給複製本、(3)請求補充或更正、(4)請求停止或限制蒐集、處理及利用 (5)請求刪除、(6)拒絕對個人資料的某些處理、(7)請求移轉個人資料給第三方或(8)拒絕未經您同意而受到基於您個人資料的建檔或自動化處理的任何應用(若有)。但因本公司執行職務或業務所必需者，本公司得拒絕之。但因您行使上述權利，而導致權益受損時，本公司將不負相關賠償責任。若您未錄取所申請的職位，本公司將於一個月內銷毀此職位申請書及其所蒐集的個人資料。Under the Personal Data Protection Act and other applicable laws, you may (1) enquire and request for a review of your personal data; (2) request to make duplications of your personal data; (3) request to supplement or correct your personal data; (4) request to discontinue or restrict collection, processing, or use of your personal data; (5) request to delete your personal data; (6) object to certain processing of your personal data without your consent. The Company reserves the right to reject any request based on operational reasons. The Company shall not be held responsible for any damages incurred as a result of your exercising any of the above rights. If you are not subsequently hired for the position for which you have applied, this Employment Application Form and the personal data collected in relation thereto will be destroyed and deleted within one (1) month of confirmation of Company’s decision.
3. 您可自由選擇是否提供本公司您的個人資料，但若您所提供之個人資料，經檢舉或本公司不足以確認您的身分真實性或其他個人資料缺漏、冒用、盜用、資料不實等情形，本公司有權不予錄用或予以革職之處置。You may choose to provide or withhold your personal data from the Company. However, the Company reserves the right not to offer you the position due to lack of data or withdraw such offer (or terminate any employment contract, as the case may be) should such omission of data constitute a misrepresentation, a material or fraudulent non-disclosure which potentially negates your eligibility for employment.
4. 若您的個人資料有任何異動，請主動向本公司人力資源部申請更正，使其資料保持正確、完整性。You may contact the Company’s Human Resources Department directly to make any changes to your personal data in order to ensure that your data is accurate, up-to-date, and complete.
5. 因天災、事變，或有其他不可抗力或公司無法控制之情況導致「個人資料保護法」之違反，造成您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本公司人力資源部將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。In the event that your personal data is stolen, disclosed, altered, or infringed upon due to a force majeure event or any event beyond Company’s reasonable control, which results in the Company’s violation of the Personal Data Protection Act, the Company’s Human Resources Department shall notify you via telephone, letter, E-mail, or online announcement after relevant investigations have been concluded.
6. 您瞭解簽署此同意書代表您已同意本公司蒐集、處理及利用您的個人資料。You acknowledge that you consent to the collection, processing, and usage of your personal data by the Company by signing this Consent Form.
7. 公司人力資源部將保留隨時修正及/或修改本同意書規範之權利，修改規範時，於員工手冊公告修改之事實，不另作個別通知。如果您不同意本同意書的內容，則請勿繼續填寫同意書及職位申請書。否則將視為您已同意並接受本同意書及其增訂或修改規定之拘束。The Company’s Human Resources Department reserves the right to modify and/or amend the terms and conditions of this Consent Form from time to time by publishing the amendments on Employee Handbook without giving any individual notice. If you do not consent to any term or condition of this Consent Form, please do not continue to fill out this Consent Form and Employment Application Form, otherwise to do so shall be deemed as your consent to the terms and conditions stipulated in this Consent Form and any subsequent amendment.
8. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，不構成本公司之任何承諾或保證。Unless otherwise stipulated in this Consent Form, any written or oral comments pertaining to this Consent Form provided to you does not constitute any commitment or promise by the Company.
9. 準據法與管轄法院：本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以公司所在地之地方法院為管轄法院。Governing Law and Jurisdiction: This Consent Form shall be interpreted in accordance with the laws of Taiwan, Republic of China. Any disputes arising under this Consent Form shall be submitted to the Local District Court.

我已閱讀並接受上述同意書內容

I acknowledge that I have read and understand the contents of this Consent Form, and give my consent to the collection and use of my Personal Data.

當事人簽名

Applicant’s Signature:

(請親簽)

日期Date:

年

月

日

EMPLOYMENT APPLICATION FORM

職位申請書

ASSOCIATE NO. _____ TIME CARD NO. _____

申請職位 (POSITION APPLIED) : 1. _____ 2. _____

實習期間 : _____ 願意當夜班或輪更工作否 ? _____
INTERNSHIP PERIOD : 半年 / 一年 WILL YOU WORK NIGHTS OR ON A ROTATING SHIFT ? _____

中文姓名 Name (Chinese)	英文別名 (English)	*性 別 Gender	<input type="checkbox"/> F 女 <input type="checkbox"/> M 男										
國 籍 Nationality	身份證統一編號/居留證號 I.D. Card No.	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>											
出生年/月/日 (西元) Date of Birth	*年 齡 Age												
手機 [必填] Cell Phone No.	電話號碼 Home Telephone No.												
現在住址 Present Address	*領有殘障手冊 <input type="checkbox"/> 無; <input type="checkbox"/> 有, 障級: <input type="checkbox"/> 輕 <input type="checkbox"/> 中 <input type="checkbox"/> 重 障別 _____ Handicapped manual (依據身心障礙者權益保護法第 38 條)												
電子郵件 E-Mail	原住民 <input type="checkbox"/> 否; <input type="checkbox"/> 是, _____ 族 Aborigine (依據原住民族工作權保障法第 12 條)												
*血 型 Blood Type	身 高 Height	公 分 CM											
*軍 役 Military Service	<input type="checkbox"/> 退役 Discharged	<input type="checkbox"/> 免役 Exempted	<input type="checkbox"/> 未役: 須待 _____ 年 Wait for _____ Year(s)										
*交通工具 Transportation	<input type="checkbox"/> 機車 Motorcycle	<input type="checkbox"/> 汽車 Car	<input type="checkbox"/> 大眾運輸工具(捷運 MRT、公車 Bus、火車 Train) Public Transportation										

親屬: 包括父母、兄弟、姊妹、配偶 Relatives: List father, mother, brothers, sisters, or spouse.

姓名 Name	關係 Relationship	年齡 Age	住址 Address	職業 Occupation

緊急聯絡人 Emergency contact:

姓名 Name	關係 Relationship	手機/電話 Cell Phone No./ Tel. No.

教育背景 Educational Background:

學歷 Education	學校名稱 / 科系 Name of School / Major	獲得之學位 Degree Received/Awarded	From 由 Month 月 Year 年	To 至 Month 月 Year 年
最高 The highest education				<input type="checkbox"/> 在學中 In Progress
次高 The 2 nd -high education				<input type="checkbox"/> 在學中 In Progress

任職紀錄 (先填寫現任或最近任職之商號) Employment history (List present or last employer first):

公司名稱 Name of Company	地點 Location	職位 Position	工作性質 Nature of Work	期間(起~迄) Period (From~To)	離職原因/薪資 Reason for Leaving/Salary
					/
					/
					/

推薦人 References:

推薦 References	姓名 Name	服務單位 Company	職位 Position	電話 Tel. No/ 電子郵件 E-Mail
推薦人 1 Reference 1				
HR 確認 Confirmed	<input type="checkbox"/> Positive <input type="checkbox"/> Negative, 記錄 Remark_____			
推薦人 2 Reference 2				
HR 確認 Confirmed	<input type="checkbox"/> Positive <input type="checkbox"/> Negative, 記錄 Remark_____			

館內介紹人 Referral:

介紹 Referral	姓名 Name	單位 Development	職位 Position	關係 Relation
介紹人 Referral				

專長及證書 Skills & Qualifications:

技能專長 / Skills	
合格證書 / Certificate	

嗜好興趣 Interests & Hobbies:

1		2		3	
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語言能力 Language Skills:

語言 Language	說 Speak			寫 Write			懂 Understand		
	優 EX.	良 G.	可 F	優 EX.	良 G.	可 F	優 EX.	良 G.	可 F
英語 English									
日語 Japanese									
其他 Others									

健康狀況及特殊資訊: Medical History / Supplementary Information

(請圈選 Please Circle the Answer, 如本人認為與所應徵工作無關或本人不願意提供者, 可免圈選 You may choose not to answer any question which is irrelevant to the position for which you apply or if you are not willing to answer.)

1. 目前身體是否有任何狀況, 會影響從事久走、久站及執行必要之工作

Have you suffered from any serious illnesses or undergone any operation(s) within the last two years that may prevent you from walking or standing for a long period of time? 是 Yes / 否 No, 如有者, 請詳細說明 If yes, please give details. _____

2. 是否曾患有慢性疾病或經歷重大手術以及過敏體質: Do you suffer from chronic illnesses or allergies, or have you undergone major surgery? 是 Yes _____ / 否 No.

3. 是否患有下列法定傳染病 Have you suffered from any of the following infectious diseases? 是 Yes / 否 No, 是的話, 則為下列哪些項目 If yes, it is (a)肺結核 Tuberculosis (b)肝炎 Hepatitis (c)化膿性皮膚病 Skin diseases (d)傷寒帶菌者 Typhoid (e)其他 Others _____.

4. 是否有前科紀錄 Have you ever been convicted of a crime? 是 Yes / 否 No, 如有者, 何時發生 If yes, when? _____ 何種罪名 What was the crime? _____

(申請安全部、財務部及出納者必填 Required for Security & Accounting Department & Cashier Position)

5. 是否有親友任職於本公司 Are you related to or acquainted with a member of staff at this hotel? 是 Yes / 否 No, 姓名 Name: _____ 部門 Department: _____ 關係 Relationship: _____

本人在此陳述以上所寫資料為真實並無任何虛偽造假或隱匿, 若因個人因素造成事後公司的損失, 本人願意負擔連帶責任。

By signing below, I certify that all information provided in this application form is true and correct to the best of my knowledge. I agree to bear full responsibility and release the Company from any and all liability should any error or oversight on my part result in a loss for the Company.

簽名

Applicant's signature

填表日期

Date

面談評估 INTERVIEW ASSESSMENT

			Above Average	Average	Below Average		
意願/興趣 Motivation Fit/Interest	應徵者對於加入本飯店及該職位有高度興趣 Has a genuine interest in joining the company and taking on the position	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
態度/個性 Attitude/ Personality	應徵者的態度是真誠有禮，積極，尊重及和善的 Is courteous, sincere, positive, respectful, pleasant, and friendly	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
儀表 Overall Appearance	應徵者精神奕奕，穿著整齊，裝扮得體合宜 Is intelligent, and well-groomed	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
適應力 Culture Fit / Adaptability	應徵者自我要求高，自律，適應力強，且與人互動能力佳 Is self-demanding, disciplined, adaptable and gets along with people	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
知識背景 Job Knowledge	應徵者具備相關工作經驗及知識 Has relevant work experience and sound knowledge about the job	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
自信心 Confidence	應徵者以肯定的姿態對答問題 Shows confidence and asks relevant questions	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
應對技巧 Conversational Ability	應徵者的回答清晰有條理，外語口語流利 Well organized spoken English & speech	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
整體表現 Overall Interview	應徵者的興趣與特質符合該職位及團隊 Is qualified and suitable for the position & team	(1 st)	5	4	3	2	1
		(2 nd)	5	4	3	2	1
初試 First Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined 總評 Comments:		複試 Second Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined 總評 Comments:					
簽名： Sign _____ 日期： Date _____		簽名： Sign _____ 日期： Date _____					

任用決定 APPROVAL TO HIRE

單位 Department	職稱/職級 Position/Grade	薪資 Salary
單位主管 Department Head signature :		部門主管 Division Head signature :
人力資源部 Human Resources ■ 編制/實際人力 Budget/Actual manning : _____ ■ 薪資級距 Salary Range : _____ ■ 任用日期 Commence Date : _____ <input type="checkbox"/> 年資續計: 實習期間 _____ 續計 _____ 年 Length of Service Accumulation: (Intern period) Accumulated as years		
人資主管 signature :	營運副總 signature :	南區副總裁 signature :
業主 signature :		