

EMPLOYMENT APPLICATION

職位申請表

Hotel: Kimpton Da An Hotel

照片
Attached
Photo Here

Please fill up the form in detail and neatly, it will be kept as a personal record if you are employed.

請務必以正楷筆跡填寫職位申請表，如被錄用將此表歸入個人檔案。

Department/Position Desired 申請職位

<input type="checkbox"/> Regular 正職 <input type="checkbox"/> Trainee 實習生 <input type="checkbox"/> Retirees/Re-employment 退休/返聘 <input type="checkbox"/> Agreement on Reservation of social security 法定保障名額 <input type="checkbox"/> Laid – off 資遣 <input type="checkbox"/> Part time 臨時工 <input type="checkbox"/> Other 其他	1 st Choice 第一選擇	Expected Salary(Gross)期望稅前薪資
	2 nd Choice 第二選擇	Expected Salary(Gross) 期望稅前薪資
	Current Position 現任職位	Present Salary(Gross)目前薪資
	Available Date 可就職日期	Are you able to Work Night /Split shift 可否上夜班/二段班 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Please specify sources ,how did you know this information ? 你是如何獲知酒店資訊 ? <input type="checkbox"/> Internet 網路 <input type="checkbox"/> Staff Recommend 員工推薦 <input type="checkbox"/> Job Agency 人力仲介 <input type="checkbox"/> Newspaper 報紙 <input type="checkbox"/> School 學校 <input type="checkbox"/> Others 其他		

Personal Information 申請者個人資訊

Chinese Name 中文姓名	English Name 英文姓名	ID/Passport No. 身份證/護照號碼
Gender 性別 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Hometown 籍貫	Date of Birth (YYYY/MM/DD) 出生年月日
Education Level 學歷	Marital Status 婚姻狀況 <input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 離異	
Home Tel. No. 住家電話	Mobile No. 手機	E-mail 電子郵件
Permanent Address 戶籍地址		Post Code 郵遞區號
Current Address 目前居住地址		Post Code 郵遞區號
Hobbies/Sports/Interests 興趣, 愛好		

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HOTELS & RESTAURANTS

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Education 教育學歷 (Starting with the latest Education Qualification 請由最高學歷開始填寫)

School Name/University 學校名稱	From 從何時	To 至何時	Department & Major 系科/專業	Degree/Certificate Obtained 學歷或證書

Work Experience 工作經歷(Starting with the latest job 請由最近的開始填寫)

Company Name 公司名稱	From 從何時	To 至何時	Position 任職職位	Salary 薪資 (元/月)	Reasons for leaving 離職原因	Reference & Contacts 證明人&聯繫方式
Special Awards/Achievement 特別獎項/成就						

Proficiency 程度	English 英語	Japanese 日語	Others 其它 _____
Excellent 精通			
Good 良好			
Fair 一般			

Computer Skills 電腦技能
<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access
<input type="checkbox"/> Fidelio/Opera
<input type="checkbox"/> Others 其他 _____
Driving License 駕駛執照
<input type="checkbox"/> 有 <input type="checkbox"/> 無

Other 證書 _____

Family Members 家庭成員 (i.e. spouse, children, parents, others 請按配偶、子女、父母、其他親屬的順序填寫)

Relationship 關係	Name 姓名	Age 年齡	Company 服務單位	Position 職位	Contact No. 緊急連絡人號碼

Mark with "✓" 請用"✓"作記號	Yes 是	No 否	Comments 說明
Any relative (s) working in our hotel? 是否有親屬在本酒店任職?			
Have you ever been discharged from employment because of unsatisfactory work / conduct? 是否曾因行為不佳, 工作不力而被解雇?			
Have you ever been arrested, charged or disciplinary sanctioned? 是否曾因任何原因被拘捕、訴訟或行政處罰?			
May we contact your present employer regarding your qualifications and character? 可否向你現任雇主詢問有關你的情況?			

<p>Any experience (s) of contagious, psychopathic or chronic disease? Or received any operation? If yes, please specify. E.g: High/low blood pressure; cardiovascular and cerebrovascular disease and respiratory system; any tuberculosis, infectious disease, arthritis or rheumatism, bone, nerve neuralgia; diabetes, cancer, tumor, bone deformities</p> <p>是否有傳染病、精神病及任何慢性病史?是否做過重大手術?如有請說明。 如：高/低血壓；心腦血管及呼吸系統疾病；任何結核病、傳染病、關節炎或風濕病、骨骼、神經痛；糖尿病、癌症、腫瘤、骨骼畸形等。</p>			
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宣言 DECLARATION

1. I further declare that the statements named by me in this application are true, complete and correct. I understand and acknowledge that a false statement or dishonest answer to any questions will be grounds for my immediate discharge from employment with **(Kimpton Da An Hotel)**.

本人保證此次表格所填寫一切均屬事實並完整可靠，如有錯誤及不忠實之處，願意接受被（**金普頓大安酒店**）解雇之處分。

2. I authorize the company to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever arising from such information.

公司有權調查我的資料，如需要的話，我將會提供進一步可供調查的有關人員及公司資料。

Applicant signature

申請人簽名（中文正楷） _____

Date

日期 _____

End

結束