

## 工作申請表 APPLICATION FORM

請用正楷詳細填寫 TYPE OR PRINT CLEARLY

本人知悉該表之內容並同意填寫 I AWARE THE CONTENTS OF THE FORM AND AGREED TO PROVIDE

### 申請職位 JOB APPLIED FOR

|                         |                                       |   |
|-------------------------|---------------------------------------|---|
| 申請第一職務<br>Choice 1      | 申請第二職務<br>Choice 2                    | 申請第三職務<br>Choice 3  |
| 希望待遇<br>Expected Salary | 何時可開始工作<br>Available<br>Commence Date | 可否輪班工作<br>Able to Work on<br>Rotating Shift <input type="checkbox"/> 可 <input type="checkbox"/> 否<br>Yes No |

### 個人資料 PERSONAL INFORMATION

|                           |                        |                        |
|---------------------------|------------------------|------------------------|
| 姓 (英文)<br>English Surname | 名 (英文)<br>English Name | 出生年月日<br>Date of Birth |
| 中文姓名<br>Chinese Name      | 國籍<br>Nationality      | 身分證號碼<br>I.D. Card No. |

### 地址資料 ADDRESS INFORMATION

|                           |                    |                        |                        |
|---------------------------|--------------------|------------------------|------------------------|
| 現居地址<br>Current Address   | 電話<br>Tel. No.     | 行動電話<br>Cellular Phone | 電子郵件<br>Email Address  |
|                           | 電話<br>Tel. No.     | 行動電話<br>Cellular Phone | 電子郵件<br>Email Address  |
| 永久地址<br>Permanent Address | 姓名<br>Name         | 地址<br>Address          |                        |
|                           | 關係<br>Relationship | 電話<br>Tel. No.         | 行動電話<br>Cellular Phone |

### 家庭成員 FAMILY MEMBERS

| 姓名<br>Name | 關係<br>Relationship | 職業<br>Occupation | 姓名<br>Name | 關係<br>Relationship | 職業<br>Occupation |
|------------|--------------------|------------------|------------|--------------------|------------------|
|            |                    |                  |            |                    |                  |
|            |                    |                  |            |                    |                  |
|            |                    |                  |            |                    |                  |

### 學歷 Education

|                          | 學校名稱<br>Name of School | 自<br>From | 至<br>To | 主修<br>Major |
|--------------------------|------------------------|-----------|---------|-------------|
| 碩士<br>Master Degree      |                        |           |         |             |
| 大學<br>University         |                        |           |         |             |
| 高中<br>Senior High School |                        |           |         |             |
| 國中<br>Junior High School |                        |           |         |             |
| 其他<br>Others             |                        |           |         |             |

**語言 LANGUAGE**

|                |   |                                    |                                    |                  |   |                                    |                                    |
|----------------|---|------------------------------------|------------------------------------|------------------|---|------------------------------------|------------------------------------|
| 國語<br>Mandarin | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair | 閩南語<br>Taiwanese | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair |
| 英文<br>English  | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair | 其他<br>Others     | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair |
| 日文<br>Japanese | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair | 其他<br>Others     | <input type="checkbox"/> 優<br>Excellent | <input type="checkbox"/> 佳<br>Good | <input type="checkbox"/> 可<br>Fair |

**特殊訓練及證照 SPECIAL TRAINING AND CERTIFICATION**

| 證照名稱<br>Certification        | 分數 / 等級<br>Scores / Level | 證照名稱<br>Certification | 分數 / 等級<br>Scores / Level | 證照名稱<br>Certification | 分數 / 等級<br>Scores / Level |
|------------------------------|---------------------------|-----------------------|---------------------------|-----------------------|---------------------------|
|                              |                           |                       |                           |                       |                           |
| 其他 (請說明)<br>Others (Specify) |                           |                       |                           |                       |                           |

**兵役狀況 MILITARY SERVICE**

役畢 (後備役) Reserved     
  尚未服役 Undetermined     
  確定服役時間 Expected Draft Date \_\_\_\_\_

**經歷 WORK EXPERIENCE**

| 服務單位<br>Company Name | 職位<br>Job Title | 服務日期<br>Work Period | 月薪<br>Monthly Salary | 離職原因<br>Reason for Leaving |
|----------------------|-----------------|---------------------|----------------------|----------------------------|
|                      |                 | 自 From 至 To         |                      |                            |
|                      |                 | 自 From 至 To         |                      |                            |
|                      |                 | 自 From 至 To         |                      |                            |
|                      |                 | 自 From 至 To         |                      |                            |
|                      |                 | 自 From 至 To         |                      |                            |

**諮詢 (朋友) CHARACTER REFERENCE (EXCLUDE RELATIVES)**

| 姓名<br>Name | 電話<br>Telephone | 職業<br>Occupation | 備註<br>Remarks |
|------------|-----------------|------------------|---------------|
|            |                 |                  |               |
|            |                 |                  |               |
|            |                 |                  |               |

**在君悅工作的親友 (務必填寫) RELATIVES OR FRIENDS EMPLOYED BY HYATT (MUST FILL IN)**

| 姓名<br>Name | 部門<br>Department | 關係<br>Relationship | 備註<br>Remarks |
|------------|------------------|--------------------|---------------|
|            |                  |                    |               |
|            |                  |                    |               |
|            |                  |                    |               |

**介紹來源 HOW YOU HEARD ABOUT US**

網路 Internet     
  學校 School     
  介紹所 Agency     
  朋友 / 親戚 Friends / Relatives     
  其他 (請說明) Others (Specify) \_\_\_\_\_

| 用“V”做記號<br>Mark with a “V”   | 是<br>Yes | 否<br>No | 請陳述概要<br>Please Give Particulars |
|--|----------|---------|----------------------------------|
| <ul style="list-style-type: none"> <li>可否向你的現任或前任僱主詢問有關你的工作績效？<br/>May we inquire with your present or former employer regarding your qualifications and character?</li> </ul>     |          |         |                                  |
| <ul style="list-style-type: none"> <li>是否有任何殘疾或健康問題會妨礙日常工作？<br/>Do you suffer from any disability or health problem that could prevent you from performing your duties?</li> </ul> |          |         |                                  |
| <ul style="list-style-type: none"> <li>是否曾因為行為不佳或工作不力而被解僱？<br/>Have you ever been discharged from employment because your work or conduct was unsatisfactory?</li> </ul>           |          |         |                                  |
| <ul style="list-style-type: none"> <li>是否曾因犯罪而被拘捕及控訴？<br/>Have you ever been arrested and convicted of a crime?</li> </ul>   |          |         |                                  |
| <ul style="list-style-type: none"> <li>是否尚有其他有關此次申請之資料？<br/>Do you have any other information you consider relevant to your application?</li> </ul>                                |          |         |                                  |
| 宣言 DECLARATION   |          |         |                                  |

- 本人保證此表格填寫，一切屬事實且完整，如有虛報不實之處，本人願意接受被開除之處分。  
I declare that the statements made by me in this application are true and complete and understand that a false statement or a dishonest answer renders me liable for dismissal.
- 本人願意遵守公司在員工手冊和透過內部溝通管道頒發上之所有規則。  
I will abide by the company's rules, policies and procedures as contained in the employee handbook and announced through all company communication channels.
- 本人瞭解主管機關認可之醫療院所，所作之健康檢查報告將影響錄用與否之最後決定。  
Should my application be successful, I understand that my final appointment may be conditional upon the result of a medical examination carried out by a medical facility approved by the government.
- 本人在台北君悅酒店受僱期間絕不受聘於其他機構或從事任何可能危及公司之活動。  
I hereby declare that I will not be employed by any other organization during my employment with Grand Hyatt Taipei and that I will not be engaged in any activities which may be detrimental to the company.
- 本人“在君悅工作親友”一欄若未據實填寫，在人事部不知情的狀況而與親戚錄用同一部門時，工作後若經發現則本人願意接受被開除之處分。  
I declare that any false statement or dishonest answer on the column of “Relatives or Friends Employed by Hyatt” renders me liable for dismissal.



\_\_\_\_\_  
申請人簽名 Applicant Signature

\_\_\_\_\_  
日期 Date