

No. 編號：



CROWNE PLAZA®

IHG® 旗下酒店

TAINAN

台南大員皇冠假日酒店

EMPLOYMENT APPLICATION

工作申請表

六個月內近照
Attached Photo here
(less than 6 months)

- 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

Staff No. 員工編號：_____

<input type="checkbox"/> Regular 一般正職 <input type="checkbox"/> Trainee 實習生 <input type="checkbox"/> Date of Trainee 實習日期 <table border="1"> <tr> <td>From 起</td> <td>To 迄</td> </tr> <tr> <td>(年 / 月 / 日)</td> <td>(年 / 月 / 日)</td> </tr> <tr> <td></td> <td></td> </tr> </table>	From 起	To 迄	(年 / 月 / 日)	(年 / 月 / 日)			1 st Choice 第一選擇	Expected Salary 期望薪資 NTD\$ _____元
	From 起	To 迄						
	(年 / 月 / 日)	(年 / 月 / 日)						
2 nd Choice 第二選擇	Expected Salary 期望薪資 NTD\$ _____元							
Available Date 可上班日期	Are you able to Work Rotated shift /overnight shift? 可否輪班/大夜班: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否							
Current Position 現任職位	<input type="checkbox"/> On-the-job 在職中 <input type="checkbox"/> Between jobs 待業中	Present Salary 目前薪資 NTD\$ _____元						
How did you know this information ? 你是如何獲知酒店資訊?	<input type="checkbox"/> Internet 網路人力銀行 <input type="checkbox"/> Staff Recommend 員工推薦: _____ <input type="checkbox"/> Job Agency 就業服務站 <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		Nick Name 英文別名		Family Name 姓		ID/Passport No. 身份證/護照號碼	
Gender 性別 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Height 身高 Cm.公分	Weight 體重 Kg.公斤	Blood Type 血型				
Date of Birth 出生日期(西元)	Hometown 出生地	Marital Status 婚姻狀況 <input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 離婚			Children 子女人數 _____		
Post Code & Permanent Address 郵遞區號與戶籍地址 □□□					Home Tel. No. 家庭電話		
Post Code & Current Address 郵遞區號與通訊地址 □□□					Mobile No. 手機		
E-mail 電子郵件				Other Social Media ID 通訊軟體帳號(如 Line/ Skype/ WeChat)			
Hobbies/Sports/Interests 興趣, 嗜好						Military Service 兵役狀況 <input type="checkbox"/> Discharge 役畢 <input type="checkbox"/> No 未役 <input type="checkbox"/> Exmption 免役	

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	Department & Major 科系	From 起(年/月)	To 迄(年/月)	Degree/Certificate Obtained 學歷或證書
				<input type="checkbox"/> Graduation 畢業 <input type="checkbox"/> Undergraduate Incomplete 肄業
				<input type="checkbox"/> Graduation 畢業 <input type="checkbox"/> Undergraduate Incomplete 肄業

Work Experience & Professional Skills 工作經歷及專業技能(Starting with the latest job 請由最近的開始填寫)

Company Name 公司名稱	Position 職稱	Salary 月薪資(元)	From 起(年/月)	To 迄(年/月)	Reason for leaving 離職原因	Reference & Contacts 證明人&聯繫方式

Proficiency 熟練程度	Verification results 測驗成績	Computer Skills 電腦技能
English 英語 優 Excellent <input type="checkbox"/> 良 Good <input type="checkbox"/> 可 Fair <input type="checkbox"/>		<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Opera <input type="checkbox"/> Others___
Japanese 日語 優 Excellent <input type="checkbox"/> 良 Good <input type="checkbox"/> 可 Fair <input type="checkbox"/>		Special Awards/ Achievement/ Certificates 特別獎項/成 就/專業證照 /廚師證
Others 其它 _____ 優 Excellent <input type="checkbox"/> 良 Good <input type="checkbox"/> 可 Fair <input type="checkbox"/>		

Family Information(ex:Spouse. Children. Parents and Others)家庭狀況 (請按配偶、子女、父母、其他親屬順序填寫)

Relationship 稱謂	Name 姓名	Age 年齡	Company 公司名稱	Position 職位	Contact No. 緊急連絡人電話
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

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?			
Any experience (s) of contagious, psychopathic or chronic disease? Or received any operation? If yes, please specify. (Only for mainland China) 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. 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。			

宣言 DECLARATION

- 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 Crowne Plaza Hotel, Tainan.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, 願意接受被台南大員皇冠假日酒店解雇之處分。
- I agree that according to the Personal Information Protection Act of R.O.C. law, the rights and interests of the Party should be respected in collecting, processing or using personal information and the information should be handled in accordance with the principle of bona fide. It should not go beyond the purpose of collection and should be reasonable and fair.本人同意, 公司依照中華民國個人資料保護法規定進行個人資料之蒐集、處理或利用, 並尊重當事人之權益, 依誠實及信用方法為之, 不逾越特定目的之必要範圍, 並與蒐集之目的具有正當合理之關聯。
- I agree that according to the Occupational Safety and Health Act of R.O.C, the employers shall not employ laborers to engage in a particular type of work for which the pre-employment physical examination in the preceding Article finds the laborers to be unsuitable for employment. 本人同意, 依照中華民國職業安全衛生法規定, 雇主於僱用勞工時, 應施行體格檢查。雇主依體格檢查結果發現應僱勞工不適於從事某種工作, 不得僱用其從事該項工作。

Applicant signature

申請人簽名 (中文正楷)

Date

日期