

PLEASE COMPLETE EVERY ITEM IN BLOCK LETTERS

請用正楷填寫以下各項

黏貼相片
(恕不退還)

Apply for Position 應徵職位		EXPECTED SALARY 要求待遇		RECENT PHOTOGRAPH (non-returnable)
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PERSONAL PARTICULARS

個人資料

NAME IN ENGLISH 英文姓名		NAME IN CHINESE 中文姓名		SEX 性別
DATE OF BIRTH 出生日期	NATIVE PROVINCE 籍貫	HEIGHT 身高	WEIGHT 體重	
TELEPHONE NO. 電話號碼	MOBILE PHONE/PAGER 行動電話/呼叫器		I.D. CARD NO./PASSPORT NO. 身份證字號/護照號碼	
PRESENT ADDRESS 居住地址			POST CODE 郵遞區號	
PERMANENT (DOMICILE) ADDRESS 永久(戶籍)住址			POST CODE 郵遞區號	
E-MAIL ADDRESS				

FAMILY RECORD (Please mark with an "X" in the appropriate box)

家庭記錄 (請在適當空格內打“X”號)

PREGNANT
懷孕

MARITAL STATUS 婚姻狀況	<input type="checkbox"/> SINGLE 未婚	<input type="checkbox"/> MARRIED 已婚	<input type="checkbox"/> WIDOWED 喪偶	<input type="checkbox"/> DIVORCED 離婚
SPOUSE 配偶	NAME 姓名	RELATIONSHIP 關係	AGE 年齡	NAME OF COMPANY 工作單位
PARENTS 父母				
CHILDREN OR BROTHERS & SISTERS 子女或兄弟姐妹				

RELATIVES OR FRIENDS, IF ANY, PRESENTLY EMPLOYED IN THE TAYIHLANDIS HOTEL

現在本飯店任職之親友

NAME 姓名	DEPARTMENT 部門	POSITION 職位	RELATIONSHIP 關係

EDUCATION 學歷					
LEVEL 程度	NAME OF SCHOOL 學校名稱	FROM 由	TO 至	所習科系 MAJOR SUBJECT	有無畢業 CERTIFICATE OBTAINED
GRADUATE SCHOOL 研究所			—		
UNIVERSITY 大學			—		
SECONDARY SCHOOL 高中/職			—		
JUNIOR HIGH SCHOOL 國中			—		

WHEN AND WHERE RECEIVING SKILLS OR OTHER SKILLS TRAINING 接受專業及技能培訓情況 <hr/> <hr/> <hr/>

SKILL 技能		HOBBIES/SPORTS 嗜好/體育活動
COMPUTER SKILL 電腦操作技能		
RELATED LICENSE 是否具相關工作執照	<input type="checkbox"/> YES 有：_____ <input type="checkbox"/> NO 無	
DO YOU HAVE ANY TRANSPORTATION ? LICENCES ? 備有何種交通工具？駕照？		

EMPLOYMENT RECORD(INCLUDE PRESENT OCCPATION AND LIST ALL PAST JOBS IN CHRONOLOGICAL ORDER) 工作經歷(包括現職以年月先後順序詳列)					
NAME OF COMPANY 工作單位	POSITION 職位	FROM 由	TO 至	SALARY 月薪	REASON FOR LEAVING 離職原因
			—		
			—		
			—		
			—		
			—		

LANGUAGES (Please mark a "U" to indicate your knowledge) 語言 (請在適當空格上填上“U”符號)									
LANGUAGES 語言	READING 閱讀			WRITING 書寫			SPOKEN 會話		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR	GOOD	FAIR	POOR

RECOMMENDER'S BACKGROUND (if applicable) 推薦人情況 (若有請填寫)		
NAME 姓名	EMPLOYER AND POSITION 工作單位及職務	RELATIONSHIP 關係

PERSONS TO BE CONTACTED IN CASE OF EMERGENCY 緊急聯絡人			
NAME 姓名	RELATIONSHIP 關係	ADDRESS 地址	TEL. NO/ MOBILE PHONE 電話/行動電話
			TEL : CELL :

OTHERS (Please mark a "ü") 其他 (請於適當位置填上“ü”符號)	NO 否	YES 是/有	IF "YES". GIVE PARTICULARS 倘若答覆為“是”，請詳細說明之
Have you ever been arrested and convicted of a crime? 曾否被捕或被判罪?			
Have you ever been discharged from employment because your work/ conduct was not satisfactory? 曾否因工作不力或品行不佳而被解雇?			
Do you suffer any health problems that prevent you from performing your duties? 是否有任何健康問題會妨礙日常工作?			
Do you suffer any disabilities that prevent you from performing your duties? 是否有任何法定傳染病會妨礙日常工作?			
Whether can coordinate to be in shifts 是否可配合輪班 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO	Whether can coordinate working overtime 是否可配合加班 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO	Whether is the original resident 是否為原居民 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO	Whether is the body and mind barrier public figure 是否為身心障礙人士 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
Whether agreed to being in office the period, The coordinate company operates the time to be in shifts, to rotate days off, the compensatory leave does not have the objection. 是否同意於大億麗緻酒店任職其間，配合公司運作時間輪班、輪休、補休，絕無異議。 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO			
MILITARY OBLIGATION 兵役狀況	<input type="checkbox"/> Complete 役畢	<input type="checkbox"/> In-Complete 待役	<input type="checkbox"/> Dismissed 免/除役

DECLARATION 聲明	
<p>Myself am Employment the period, is not hired to other organizations or is engaged in any possibly endangers activity the company. I confirm that these statements are true to the best of my knowledge and belief, and that any misrepresentation of facts could be a cause for dismissal. I also authorize any investigation of the above for purposes of verification.</p> <p>本人在聘雇期間，絕不受聘於其它機構或從事任何可能危及公司之事宜，該工作申請表上所填之一切均屬真實及正確，如有砌詞訛報者，自願接受公司立即解雇之處分。本人並接受 貴公司調查上述資料之真實程度。</p>	
<p>DATE 日期 _____</p>	<p>CHINESE 中文 _____</p> <p>SIGNATURE OF APPLICANT 申請人簽字</p> <p>ENGLISH 英文 _____</p>