** 工 作 申 請 表 EMPLOYMENT APPLICATION**

**填表前本人已被充分告知，本表內容得依本人意願填寫或勾選。**

**請填寫完整館別與部門**，EX:和逸台北民生館客務部

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 應徵部門  Apply for | **志願1.**  **志願2.**  **志願3.** | 應徵職位Position | **建教實習生** |  | 黏貼相片  RECENT PHOTOGRAPH |
|  | | | |  |
| 應徵管道CHANNEL  Of CANDIDATE | □國泰飯店觀光事業官網  □國泰飯店觀光事業內部同仁推薦  □104人力銀行網站  □徵才活動  □其他 | 希望待遇  EXPECTED  SALARY |  |  |
| 可報到日期  On board date |  |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 中文姓名  NAME IN CHINESE |  | | | | | 身份證字號/護照號碼  I.D. CARD NO./PASSPORT NO. | | | | | | |  | | | | | | | | | | | 測驗結果  ASSESSEMENT RESULT | | | |  |
| 英文姓名  NAME IN ENGLISH |  | | | | | 出生日期  DATE OF BIRTH | | | | | | |  | | | | | | | | | | | 性別  SEX | |  | |  |
| 行動電話  MOBILE PHONE |  | | | | | 電話號碼  TELEPHONE NO. | | | | | | |  | | | | | | | | | | | 出生地  PLACE OF BIRTH | |  | |  |
| 電子信箱  E-MAIL |  | | | | | | | | | | | | | | | | | | | | | | | 國籍  NATIONALITY | |  | |  |
| 戶籍地址  PERMANENT ADDRESS | □□□-□□ | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 連絡地址  PRESENT ADDRESS | □□□-□□ | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 兵役狀況  MILITARY OBLIGATION | □役畢Complete | | | | □待役In-Complete | | | □免/除役Dismissed | | | | | | | | | | | | | | | | | | | |  |
| 身分備註  IDENTIFICATION | □一般General people  □外籍Foreign national | | | | | | | □原住民Indigenous people  □低收入戶Low-income family | | | | | | | | | | | | | | □身心障礙People with disabilities | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **現在本公司任職之親友RELATIVES OR FRIENDS PRESENTLY EMPLOYED BY CHM\*請見聲明第四項說明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名  NAME | | | | | 部門  DEPARTMENT | | | | | | | | | | | | 職位  POSITION | | | | | | | | | 關係  RELATIONSHIP | | | | |
|  | | | | |  | | | | | | | | | | | |  | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **學歷EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 程度  LEVEL | | | 學校名稱  NAME OF SCHOOL | | | | | 由 至  FROM TO | | | | | | | | | | | | | | | | 主修  MAJOR | | | | 畢/肄  Graduated | | |
| 研究所  GRADUATE SCHOOL | | |  | | | | |  | | / | |  | | | | ― |  | | / | |  | | |  | | | | □畢 □肄 | | |
| 大學  UNIVERSITY | | |  | | | | |  | | / | |  | | | | ― |  | | / | |  | | |  | | | | □畢 □肄 | | |
| 高中/職  SECONDARY SCHOOL | | |  | | | | |  | | / | |  | | | | ― |  | | / | |  | | |  | | | | □畢 □肄 | | |
| 其他  OTHERS | | |  | | | | |  | | / | |  | | | | ― |  | | / | |  | | |  | | | | □畢 □肄 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作經歷EMPLOYMENT RECORD** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司  COMPANY NAME | | | | 職位  JOB TITLE | | | | 由 至  FROM TO | | | | | | | | | | | | | | | | 月薪  SALARY | | 離職原因  REASON FOR LEAVING | | | | |
|  | | | |  | | | |  | | | / | |  | | ― | | |  | | / | |  | |  | |  | | | | |
|  | | | |  | | | |  | | | / | |  | | ― | | |  | | / | |  | |  | |  | | | | |
|  | | | |  | | | |  | | | / | |  | | ― | | |  | | / | |  | |  | |  | | | | |
|  | | | |  | | | |  | | | / | |  | | ― | | |  | | / | |  | |  | |  | | | | |
| **【必填】**是否曾在國泰飯店觀光事業旗下分公司任職?  Have you ever worked for CHM? | | | | | | | | □否NO □是YES   (請於上方詳細說明之 PLEASE GIVE PARTICULARS ABOVE) | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 證照  LICENSE & CERTIFICATE | | | | | 語言  LANGUAGES（請填寫優-佳-可-略） | | | | |
| 廚師相關證照  COOKING RELATED CERTIFICATE | | 其他證照  OTHER CERTIFICATE | | |  | 聽  LISTENING | 說  SPEAKING | 讀  READING | 寫  WRITING |
| 1 |  | | 1 |  | 英文 |  |  |  |  |
| 2 |  | | 2 |  | 日文 |  |  |  |  |
| 3 |  | | 3 |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **必填/推薦人情況 RECOMMENDER’S BACKGROUND □同意 □不同意 本公司與推薦人詢問工作經歷等相關資訊** | | | |
| 姓名NAME | 任職公司及職務EMPLOYER AND POSITION | 電話TEL. NO. | 關係RELATIONSHIP |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **緊急聯絡人EMERGENCY INFORMATION** | | | |
| 姓名 NAME | 地址ADDRESS | 電話TEL. NO. | 關係RELATIONSHIP |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **請誠實填寫Please complete the form with factual information honestly(請填上“✓”符號) (Please mark a “✓” )** | 否  NO | 是/有YES | 請詳細說明之  PLEASE GIVE PARTICULARS |
| 曾否被捕或被判罪?  Have you ever been arrested and convicted of a crime? |  |  |  |
| 是否曾因資遣或解僱終止勞動契約、或與前雇主間存在勞資爭議事項或訴訟?  Have you ever been laid off or fired, occur any labor dispute or lawsuit against your former employer? |  |  |  |
| 是否有任何法院或執行署扣押債權執行命令?  Have you ever received execution orders of the court or enforcement agency to detain your monetary property for debts owed to creditors? |  |  |  |
| 是否有任何健康問題會妨礙日常工作?  Do you suffer any health problems that prevent you from performing your duties? |  |  |  |
| 是否有任何法定傳染病會妨礙日常工作?  Do you suffer any disabilities that prevent you from performing your duties? |  |  |  |
| 本公司採輪班制，若工作單位屬輪班單位是否可以輪班？  If shifting is required by business nature, can you accept shifting? |  |  |  |
| 是否領有身心障礙手冊或重大傷病卡？  Do you have [Disability Card](http://terms.naer.edu.tw/detail/1502992/) or [Catastrophic Illness Card](http://terms.naer.edu.tw/detail/1669269/)? |  |  |  |
|  | | | |
| **聲明DECLARATION** | | | |
| 1. 為辦理員工招募及聘僱管理等業務，申請者同意本公司(國泰飯店觀光事業，國泰商旅股份有限公司、國泰飯店管理顧問事業股份有限公司)在合理特定目的範圍內，取得並使用申請者之個人資料(如本表)，申請者並同意本公司於營運地區範圍內，以書面或電子之方式蒐集、處理、利用申請者的個人資料，使用期間自簽署本條款起至蒐集目的完成日止。 2. 申請者同意將本人之肖像或動態影像授權本公司作為人力招募、業務或人事行銷宣傳等商業用途使用與非商業用途之重製、公開傳輸、公開上映、公開演出、公開口述、公開展示、公開播送、散布、改作、發行、公開發表及衍生著作等行為。 3. 申請者得自由選擇是否針對本份文件所要求之各欄位提供個人資料，惟若提供之資料不清楚或有誤時，本公司將無法進行必要之審核作業，將可能會對申請者應聘申請的處理及結果有所影響，敬請詳閱後再予填寫或勾選；申請者得洽本公司人資部門，行使如下權利：查詢或請求閱覽、製給複製本、補充更正、請求停止蒐集、處理、利用或刪除。 4. 申請者在此聲明，本人並無配偶及三等親內之血親、姻親任職於本公司且與本人申請職務隸屬同一部門且具從屬關係；或上開親友任職於本人申請職務有利益關係之部門。 5. 本表之相關個人資料，均係經由申請者同意下所填寫，並無違反申請者之個人意願。申請者保證本表內所填寫之各項內容屬實，同時允許本公司及其代表人，對相關機構進行徵詢，絕無任何不實、虛構、刻意隱瞞之情事。如有違反，本公司得不經預告終止雙方勞動契約或取消聘雇，如有簽署相關書面文件(包括但不限於任用通知書、員工勞動契約等)亦一併失效，如因此致本公司受有損害，申請者亦應負擔所有賠償責任。   以上說明，申請者均已詳細審閱並同意  日期 申請人簽字  DATE SIGNATURE OF APPLICANT | | | |

**以下為本公司記載之相關資料**

**FOR OFFICIAL USE ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 初試  1st INTERVIEW | | | | | 複試  2nd INTERVIEW | | |
|  | | | | |  | | |
|
|
|
|
|
|
|
| □推薦第二次面試 □不合適  RECOMMENDED FOR 2nd INTERVIEW DELINED  日期 簽名  DATE SIGNATURE | | | | | □合適 □不合適  ACCEPTED DELINED  日期 簽名  DATE SIGNATURE | | |
|  | | | | | | | |
| 徵信調查  **（人資部門填寫）**  REFERENCE CHECK  （HR Only） | | □ 背景調查**（如附件）**： □ 正面的結果 □ 保留意見 □ 負面的結果  □ 依測評及面談結果為評估依據 | | | | | |
| 聘請條件  CONFIRMATION OF EMPLOYMENT | | 項目  ITEM | 部門主管填寫  （DEPT. HEAD Only） | | | 人資部門填寫  （HR Only） | |
| 職稱  JOB TITLE |  | | | □ 同主管建議  □ | |
| 試用期薪資  PROBATION SALARY | 報到前兼職時薪 ，開始兼職日 | | | □ 同主管建議  □ | |
| 正式薪資  STARTING SALARY | □ 過試用期不另調整  □ 通過試用期後，依工作表現調整 | | | □ 同主管建議  □ | |
| 上班日  COMMENCING DATE |  | | | □ 同主管建議  □ | |
| 其他  OTHER |  | | | □ 符合編制及預算  □ | |
| 主管簽名  DEPT. HEAD  SIGNATURE |  | | | 承辦人簽名： | |
|  | | | | | | | |
| 單位主管/部門主管 | 協理/飯店最高主管 | | | 總監 | 人才事業主管 | 副總經理 | 總經理暨執行長 |
|  |  | | |  |  |  |  |