|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **照片**  **Photo**  **寒舍餐旅管理顧問股份有限公司**  **工 作 申 請 表**  JOB APPLICATION FORM | | | | | | |
| **機密文件(All information is treated confidentially) 員工編號：** | | | | | | | | |
| **請正楷書寫並詳細填答Please write clearly and carefully** | | | | | | **填寫日期**  **Date** | **年 月 日**  **Year Month Date** | |
| **申請館別**  **Company** | **□處級單位 □台北喜來登大飯店 □寒舍艾美酒店 □寒居酒店 □礁溪寒沐酒店 □** | | | | | | | |
| **申請職位**  **Position Applied** | | **第一選擇**  **1st Choice** | |  | | | **第二選擇**  **2nd Choice** |  |
| **可上班日期**  **Date on Board** | | **月 日**  **M D** | | | | **希望待遇**  **Salary Expected** | | **NT$ 元** |
| **中文姓名**  **Name in Chinese** | |  | | | | **□男M**  **□女F** | **出生日期**  **Date of Birth** |  |
| **英文名字**  **Name in English** | |  | | | | | **電話號碼**  **Tel. No.** |  |
| **身份證號/護照號碼**  **I.D. Card No./Passport No.** | |  | | | | | **行動電話**  **Mobile Phone** |  |
| **電子信箱**  **Email Address** | |  | | | | | **Line帳號**  **Line Account** |  |
| **戶籍地址**  **Permanent Address** | |  | | | | | | |
| **通訊地址**  **Contact Address** | |  | | | | | | |
| **電腦技能**  **PC skills** | |  | | | | | | |
| **專業證照**  **Professional Licenses** | |  | | | | | | |
| **介紹人**  **Referred by** | |  | | | | | **關係**  **Relationship** |  |
| **緊急事件連絡人**  **Emergency Contact** | |  | | | **關係**  **Relationship** |  | **電話號碼**  **Tel. No.** |  |

**以下由人力資源部填寫 Filled by HR dept.**

**面試結果 Recruitment result :**

**任用單位 Dept. 職 稱 Position**

**月薪 Monthly Salary 到職日 Starting Date**

**核 准 Approved by :**

**董事長室 執行長室**

**Chairman Office Managing Director Office**

**營運總經理室 處級單位 總經理室**

**Corporate Operations Corporate Heads G. M. Office**

**人資部 部門主管 單位主管**

**H.R. Head Div. Head Dept. Head**

**學歷 Educational Background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **學校名稱**  **Name of School** | | **自**  **From** | **至**  **To** | **學位**  **Degree** | **主修科系**  **Major** |
| **最高** |  | **年 月** | **年 月** |  |  |
| **次高** |  | **年 月** | **年 月** |  |  |

**其他專業課程或證照 Other Courses Attended Licenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **課程名稱**  **Name of Course** | **自**  **From** | **至**  **To** | **舉辦機構**  **Institution** | **資格證照**  **Qualification/Exposure** |
|  | **年 月** | **年 月** |  |  |
|  | **年 月** | **年 月** |  |  |

**工作經歷 Employment Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **公司名稱**  **Name of Company** | **自**  **From** | **至**  **To** | **職位**  **Position** | **薪 資**  **Salary** | **離職原因**  **Reason for Leaving** |
|  | **年 月** | **年 月** |  |  |  |
|  | **年 月** | **年 月** |  |  |  |
|  | **年 月** | **年 月** |  |  |  |
|  | **年 月** | **年 月** |  |  |  |

**語文能力 Languages**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **語言**  **Languages** | **說 Speaking** | | | **寫 Writing** | | | **聽 Listening** | | |
| **流利**  **Excellent** | **普通**  **Good** | **略懂**  **Poor** | **流利**  **Excellent** | **普通**  **Good** | **略懂**  **Poor** | **流利**  **Excellent** | **普通**  **Good** | **略懂**  **Poor** |
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**親友任職本集團狀況 Relatives/Friends employed by My Humble House Group**

|  |  |  |  |
| --- | --- | --- | --- |
| **姓 名**  **Name** | **部門**  **Department** | **職位**  **Position** | **關 係**  **Relationship** |
|  |  |  |  |
|  |  |  |  |

**是否同意於本公司通知您辦理報到手續時出示「警察刑事紀錄證明」?   □同意     □不同意**

**Do you agree to present your application form for police criminal record certificate when you are informed to be on position?**

|  |
| --- |
| **我鄭重聲明：本人同意尊重公司人事政策提供本表所述之個人資料，並同意公司得基於管理需要依據法令規定使用之，亦同意公司得就本人所陳述之工作經歷內容向原任職機構進行瞭解，且經確認表中所填各項資料均屬實且為本人親自填寫，如有虛假，願受解職處分。**  I, hereby, instate that in accordance with the Human Resources policies of the company , I agree to provide my personal data in this application form and grant my consent to the company for the following purposes as a result of managerial requirement:  1. To disclose the data in compliance with legal requirements.  2. To execute background investigation with former organizations regarding previous work experience.  Upon verification, the information provided in this form are filled on my own and fully authentic. I understand that any false statements made herein be subject to employment termination.  **申請人簽名**  **Signed by 年(Y) 月(M) 日(D)** |

**2024/07/08修訂**