**華芸科技股份有限公司**

**人員基本資料表**

填表日期：

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| 應徵項目  JOB APPLIED FOR | | | | | | | | | | | | | | | | | | 希望待遇  ACCEPTABLE SALARY | | | | | | | | | | | | | | | | | | | 可報到時間  REPORT FOR DUTY | | | | | | | | | | | | 由管理部  黏貼員工  1吋相片 | | | | | |
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| 一、個人資料PERSONAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 中文姓名  CHINESE NAME | | | | | | | | | | | | | | | | | 英文姓名  ENGLISH NAME | | | | | | | | | | | | | | | | 男MALE □  女FEMALE □ | | | | | | | | | | | 血型  BLOOD | | | | |
| 身份證字號. | | | |  |  | |  | | |  |  | |  | | |  | | |  |  | |  | 出生年月日 ／ ／  BIRTH DATE | | | | | | | | | | | | | | | | 未婚SINGLE □  已婚MARRIED □ | | | | | | | | | |
| 役別  MILITARY | | | | | | | | | | | | 軍階  RANK | | | | | | | | | | | | | | | 自FROM 年 月  至TO～ 年 月 | | | | | | | | | | | | | | | | 免役原因  REASON | | | | | | 籍貫  NATIVE PROVINCE | | | | | |
| 戶籍地址：（ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 電話 (O)： (H)：  (行動):  E-mail: | | | | | | | | | | | | | | | | | | |
| 通訊地址：（ ） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 二、健康狀況 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 身高 : 體重: | | | | | | | | | | | | | | | | | | | | | | | 有無色盲：□ 有 □無 | | | | | | | | | | | | | | | | | | | (女性填寫)目前有無懷孕：□有 □無 | | | | | | | | | | | | |
| 有無開刀或住院紀錄 ? | | | | | | | | | | | | | | | | | | | | | | | □無 □有 原因： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 三、最高學歷EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 學校名稱  NAME OF SCHOOL | | | | | | | | | | | | | | | | | | | | 科系  MAJOR | | | | | | | | | | 自FROM | | | | | | | | | | | 至TO | | | | | | | 日夜間部 | | | | | 畢/肄業 | |
| 年YEAR | | | | 月MON. | | | | | | | 年YEAR | | | | | 月MON. | | NIGHT SCHOOL? | | | | |
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| 四、工作經驗EXPERIENCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱  COMPANY | | | | | | 部門  DEPT. | | | | | | | | | 職稱  JOB TITLE | | | | | | | | | | 工作說明  JOB DESCRIPTION | | | | | | | 月薪  SALARY | | | | | | | 起迄時間PERIOD | | | | | | | | 離職原因  REASON OF  RESIGN | | | | | ＊與目前應徵工作相關程度. | | |
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| **＊此欄由面談主管勾選：Ａ:相關程度密切,且有直接助益者 Ｂ:無直接相關,僅需略受專業訓練者Ｃ:毫無相關,且無助益者** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 五、專長SPECIALITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 曾受訓練課程  TRAINING COURSE | | | | | | | | | | | | | | | 訓練機構  TRAINING DEPT. | | | | | | | | | | | | | | | | | 起迄時間PERIOD | | | | | | | | | | | | | 總時數  TOTAL HOURS | | | | | | 備 註  REMARK | | |
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| 外語能力  LANGUAGE | | | | | | | | | | | | | | | | | | | | | | | | | | 其他訓練或特長 (電腦,美工..) | | | | | | | | | | | | | | | | | 證照 (與工作相關證書/執照/檢定) | | | | | | | | | | |
| 語言  LANGUAGE | | | | 讀  READ | | | | | 寫  WRITE | | | | | 聽  LISTEN | | | | | | | 說  SPEAK | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| 六、家庭狀況  INFORMATION REGARDING FAMILY | | | | | | | | | | | | | | | | | | | | | | | | | | 七、推薦人  INFORMATION REGARDING REFERENCE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 關係  RELATION | | 姓名  NAME | | | | | | | 年齡  AGE | | | | | 職業  OCCUP.. | | | | | | | | | | | | 關係  RELATION | | | 姓名  NAME | | | | | | 公司名稱與職稱  COMPANY AND JOB TITLE | | | | | | | | | | | | | | | 聯絡電話  TEL. | | | |
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| 緊急聯絡人  姓名 | | | | | | |  | | | | | | | | | | | | | | | | 關  係 | | | |  | | | 聯絡電話 | | | | | | | | |  | | | | | | | | | | | | | | | |
| \*本人保證以上資料均屬確實，如有虛假，願受無條件解僱之處分。（請簽名）  **填表人簽名**︰ 日期︰ 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 謝謝您仔細填寫以上資料，請將資料回寄給管理部或面試時繳交給總機，我們將立即通知單位主管與您面談，請您稍坐等候。 謝謝! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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\* 您好，謝謝您有意應徵本公司招聘的職位。為了對您有更進一步的了解，

\* 並作為可能面談時的重要參考 , 敬請您盡量詳細的回答下列問題 , 謝謝!

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1. 對於您目前希望尋求的一份理想工作 , 請針對下列幾點說明您的期望 :

1) 學習機會

您特別希望在那方面由工作中得到學習進步的機會 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2) 工作環境

您對工作環境重視那些因素:

□待遇 □上班時間 □上班地點 □工作內容 □福利 □升遷管道 □在職訓練

□工作氣氛 □主管態度 □其他

2. 從以往的工作經驗(或求學過程)中 , 您自認在哪些方面有較優秀的能力 ?

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那些能力是您自己承認較弱而有待加強的 ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. 在性向方面 , 您自認有那些優點 ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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客觀的看自己 , 有那些性向上的缺點 ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. 您希望應徵的職務是 \_\_\_\_\_\_\_\_\_\_\_\_\_ . 對於這項職務您認為一位理想的人才應具備

那些條件 ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. 能否試舉您在過去工作中(或學校裡)最覺得有成就感或自認滿意的幾項工作成果

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6. 未來有無升學打算: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_