工作申請表

Employment Application Form

請以正楷填寫以下各項

Please clearly fill in this form in print characters.

相片

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| --- | --- | --- |
| 應徵部門  Department Applied for |  | 期望待遇  Salary Expected |
| 應徵職位  Position Applied for | 第一選擇  First Choice | 第二選擇  Second Choic |

個人資料 Personnel Information

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| --- | --- | --- | --- | --- | --- |
| 中文姓名  Name in Chinese | 英文姓名  Name in English | | 性別  Gender | | 血型  Blood Type |
| 出生日期 年 月 日  Date of Birth yy mm dd | 出生地  Place of Birth | | 身高  Height | | 體重  Weight |
| 電話號碼  Telephone # | 行動電話  Mobile Phone | | | | |
| 電子信箱  E-mail | | 身份證字號／護照號碼  R.O.C. ID. # or Passport # | | | |
| 現居地址  Present Address | | | | 郵遞區號  Zip Code | |
| 永久地址（戶籍）  Permanent Address | | | | 郵遞區號  Zip Code | |

家庭成員 Family Information(請在確認空格內打“Please tick the correct one)

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| --- | --- | --- | --- | --- |
| 婚姻狀況  Marital Status □未婚 Single □已婚 Married □喪偶Widowed □離婚Divorced □懷孕Pregnant | | | | |
| 關係  Relation | 姓名  Name | 年齡  Age | 聯絡電話  Contact Number | 工作單位  Name of Company |
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| ※是否已取得(徵求)家庭成員之同意填寫上述相關資訊？ □是 □否 | | | | |

教育背景Educational Background

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | |  | | |  | | | | |  | | | | | | 學校／機構名稱  Name of Institution | | | | | | |  | | | 期間  Duration | | |  | | | 自From | | | 至To | | |  | | | 學習專業  Major Courses | | | |
| 學位／學級  Degree | 學校／機構名稱  Name of Institution | 期間 Duration | | 學習專業  Major Courses |
| 自From | 至 To |
|  |  | 年yy  月mm | 年yy  月mm |  |
|  |  | 年yy  月mm | 年yy  月mm |  |
|  |  | 年yy  月mm | 年yy  月mm |  |
| 証書／專業訓練  Professional Certificate |  | 年yy  月mm | 年yy  月mm |  |
|  | 年yy  月mm | 年yy  月mm |  |

工作經歷Employment Record

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| --- | --- | --- | --- | --- | --- |
| 工作單位  Name of ompany | 職位  Position | 期間 Duration | | 年資  Duration | 離職原因  Reason of Resignation |
| 自From | 至 To |
|  |  | 年yy  月mm | 年yy  月mm | 年yy  月mm |  |
|  |  | 年yy  月mm | 年yy  月mm | 年yy  月mm |  |
|  |  | 年yy  月mm | 年yy  月mm | 年yy  月mm |  |
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|  |  | 年yy  月mm | 年yy  月mm | 年yy  月mm |  |

語言能力 Language Ability(請在適當空格內打“Please tick the proper columns)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 語言  Language | 閱讀 Reading | | | 書寫 Writing | | | 會話 Conversation | | |
| 很好  Excellen | 佳  Good | 普通  Fair | 很好  Excellen | 佳  Good | 普通  Fair | 很好  Excellen | 佳  Good | 普通  Fair |
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緊急聯絡人Contact Person for Emergency Issue ※僅做為緊急或特殊情況之聯絡用途使用

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name | 關係  Relation | 地址  Address | 電話Tel.  行動電話 Mobile # |
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個人聲明 Personal Statements

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| 本人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。  In signing this application and in consideration of my securing employment with the Royal Management Consultant Co., Ltd. hereby affirm that the preceding statements are true to the best of my knowledge, any misrepresentation of facts thereof shall be cause for dismissal.  申請人簽名： 姓 名： 日 期：  Applicant’s Signature Name Date |