

職位申請書

APPLICATION FOR EMPLOYMENT

請用正楷填寫以下各項 Please complete every item in block letters		黏貼相片 (恕不退還) Recent photograph (non-returnable)
應徵職位 Apply for position	要求待遇 Expected salary	
願意接受調班輪休工作? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No Will you accept to work on a rotating shift and transfer rest day?		

個人資料 Personal particulars			
中文姓名 Name in Chinese	英文姓名 Name in English	性別 <input type="checkbox"/> 男 <input type="checkbox"/> 女 Gender	
出生日期(西元年/月/日) Date of Birth	身分證字號/護照號碼 ID. Card No./Passport No.		
籍貫 Native Province	身高 Height	體重 Weight	
電話號碼 Telephone No.	行動電話 Mobile Phone		
居住地址 Present Address		郵遞區號 Post Code	
永久(戶籍)住址 Permanent (Domicile) Address		郵遞區號 Post Code	
電子信箱 E-Mail Address			

家庭記錄 (請在適當空格內打“X”號) Family record (Please mark with an “X” in the appropriate box)				
婚姻狀況 Marital Status	<input type="checkbox"/> 未婚 Single	<input type="checkbox"/> 已婚 Married	<input type="checkbox"/> 喪偶 Widowed	<input type="checkbox"/> 離婚 Divorced
軍役狀況 Military Service	<input type="checkbox"/> 役畢 Complete	<input type="checkbox"/> 免役 Exempted	<input type="checkbox"/> 退役 Discharge	<input type="checkbox"/> 未役 Wait for

親屬: 包括父母、配偶、子女、兄弟姊妹		Relatives: List father, mother, brothers, sisters, or spouse.		
姓名 Name	關係 Relationship	年齡 Age	職業 Occupation	

緊急聯絡人**Person to be contacted in cases of emergency**

姓名 Name	關係 Relationship	地址 Address	電話/行動電話 Tel. No/ Mobile phone
			Tel : Cell :

教育背景**Educational Background**

學歷 Education	學校名稱/科系 Name of school /Major	由 From	月 Month	年 Year	至 To	月 Month	年 Year	獲得之學位 Degree obtained
最高學歷 The highest education								
次高學歷 The 2 nd high education								

專長及證書**Skills & Certificate****嗜好/體育活動****Hobbies/Sports**

合格證書 Certificate	<input type="checkbox"/> YES 有：_____	<input type="checkbox"/> NO 無	
備有何種交通工具？駕照？ Do you have any transportation? Licenses? _____			

工作經歷(包括現職以年月先後順序詳列)**Employment record(include present occupation and list all past jobs in chronological order)**

公司名稱 Name of Company	職位 Position	期間 Periods		月薪 Salary	離職原因 Reason for Leaving
		由 From	至 To		

語言 (請在適當空格上填上“✓”符號)**Language (Please mark a “✓” to indicate your knowledge)**

語言 Language	閱讀 Reading			書寫 Writing			會話 Spoken		
	優 Excellent	良 Good	可 Fair	優 Excellent	良 Good	可 Fair	優 Excellent	良 Good	可 Fair
英語 English									
日語 Japanese									

推薦**References**

推薦人 References name	服務單位 Company	職位 Position	電話 Tele No.	電子郵件 E-mail

現在本飯店任職之親友

Relative or friends , if any, presently employed in The TAYIHLANDIS Hotel Tainan

姓名 Name	部門 Department	職位 Position	關係 Relationship

注意事項 Please read carefully

在簽名之前，請仔細閱讀應聘申請書之下列聲明及協議。

Read carefully the following statement and agreement before signing the application.

1. 我保證本應聘申請書之資料皆正確無誤，而任何資料之錯誤陳述皆可作為台南大億麗緻酒店解聘或應聘申請資料取消之依據。

I certify that the information contained in this application is correct to the best of my knowledge and that any material misrepresentation is grounds for dismissal from the employ of TAYIH LANDIS Hotel Tainan, or rejection of my application for employment.

2. 我授權予台南大億麗緻酒店可調查我的職業信用評估或其他任何有關我的資料。我並且接受授權我的前任雇主們或其他任何人或組織提供我個人正確之身家背景資料給台南大億麗緻酒店。

I authorize TAYIH LANDIS Hotel Tainan, to investigate my references and other information about me, and I authorize my former employers and any other persons or organizations to provide any accurate information they have about my background.

3. 我了解台南大億麗緻酒店的政策是禁止員工在工作時服用麻藥、酒或使用違禁品;因此，當員工因上述合理嫌疑而造成傷害意外的發生時，或傷及個人、財產、設備等，必須接受檢驗。

I understand that TAYIH LANDIS Hotel Tainan , policy prohibits an employee under the influence of intoxicants or controlled substances from working, and that testing may be required of an employee reasonably suspected to be under the influence, or who is involved in or who contributed to an accident involving injury or harm to individuals, property or equipment.

4. 我了解並同意開始任聘之前 90 天被視為試用期。

I understand and agree that the first ninety (90) days of employment will be considered a probationary period.

5. 本人在任聘期間，絕不受聘於其他機構或從事任何可能危及公司之事宜。

Myself am employment the period, is not hired to other organizations or is engaged in any possibly endangers activity the company.

個人資料收集聲明

Personal Information Collection Statement

申請人所提供的個人資料將用於聘用有關的事宜，所有提供的資料將一切保密，招聘程序完成後，未獲錄取，申請人的資料將全部銷毀。

The information provided by you will be used to process your employment application. All information provided will be kept in strict confidence. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

申請人簽名
Signature of applicant (Chinese / English)

填表日期
Date / Month /Year