

個人資料提供同意書

Release of Personal Information Agreement

本同意書說明台南晶英酒店(以下簡稱本公司)將如何處理本表單所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得進行職位申請面談，但若您已接受職位申請面談，視為您已取得法定代理人之同意，並遵守以下所有規範。This agreement stipulates how Silks Place Tainan (hereinafter referred to as “the Company”) shall handle all personal information collected by this form. By signing this Agreement and placing a check next to “I agree”, you acknowledge that you have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein. If you are under the age of 20, you should not arrange an interview until your parent or legal guardian has read and understood this Agreement and voluntarily accepts the duties and obligations set forth herein. However, if you have agreed to an interview, the Company will assume you have obtained the consent of your parent or legal guardian and that you agree to the following:

1. 本公司(台南晶英酒店)人力資源部取得您的個人資料，目的在於個人資料保護法及相關法令之規定下，依本公司隱私權保護政策，蒐集、處理及利用您的個人資料。The Personal Data Protection Act and related laws require the Company’s Human Resources Department to collect, use, and maintain your personal information in accordance with its provisions.
2. 您可依個人資料保護法，就您的個人資料向本公司：(1)請求查詢或閱覽、(2)製給複製本、(3)請求補充或更正、(4)請求停止蒐集、處理及利用或(5)請求刪除。但因本公司執行職務或業務所必需者，本公司得拒絕之。但因您行使上述權利，而導致權益受損時，本公司將不負相關賠償責任。未錄取者，本公司將於一個月後銷毀此職位申請書。Under the Personal Data Protection Act, you may exercise the following rights with regard to your personal information: (1)any inquiry and request for a review of the personal information;(2)any request to make duplications of the personal information;(3)any request to supplement or correct the personal information;(4)any request to discontinue collection, processing, or use of personal information; and(5)any request to delete the personal information. However, the Company reserves the right to refuse a request due to operational reasons. The Company shall not be held responsible for any damages incurred as a result of exercising the abovementioned rights. If not hired for the position, the application form will be destroyed in one month.
3. 您可自由選擇是否提供本公司您的個人資料，但若您所提供之個人資料，經檢舉或本公司不足以確認您的身分真實性或其他個人資料冒用、盜用、資料不實等情形，本公司有權不予錄用或予以革職之處置。You may choose to provide or withhold your personal information from the Company. However, the Company reserves the right to not offer you employment due to lack of information or discharge you should such omission of information be deemed as falsifications of your eligibility for employment.
4. 若您的個人資料有任何異動，請主動向本公司人力資源部申請更正，使其資料保持正確、完整性。Please approach the Company’s Human Resources Department directly to update any changes to your personal information, in order to ensure that your information is accurate, up-to-date, and complete.
5. 本公司人力資源部如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本公司人力資源部將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。In the event that the personal information is stolen, disclosed, altered, or infringed due to natural disasters or circumstances beyond the Company’s control, thereby resulting in the violation of the Personal Data Protection Act, the Company’s Human Resources Department shall notify you via telephone, letter, E-mail, or online announcements after an inspection.
6. 您瞭解此一同意書具有書面同意本公司蒐集、處理及利用您的個人資料之效果。You acknowledge that this Agreement respects your rights and interests in the collection, processing, or usage of personal information and the information shall be handled in accordance with the Personal Data Protection Act.
7. 公司人力資源部將保留隨時修改本同意書規範之權利，修改規範時，於公司麗晶數位學院及公告欄公告修改之事實，不另作個別通知。如果您不同意修改的內容，則請勿繼續填寫同意書及職位申請書。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。The Company’s Human Resources Department reserves the right to modify or amend the rules of this Agreement and to publish the amendments on Regent E-Campus and notice boards. No individual notices shall be made. If you do not consent to the amendments, please do not continue to fill out this Agreement and Employment Application Form, otherwise it shall be deemed your consent to the rules stipulated in this Agreement.
8. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。Even if you provide any written or oral comments pertaining to this Agreement, the Company can only guaranty that your rights clearly expressed in this Agreement shall be met.
9. 準據法與管轄法院：本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以公司所在地之地方法院為管轄法院。Governing Law and Jurisdiction: This Agreement shall be interpreted in accordance with the laws of Taiwan, Republic of China. Any irresolvable disputes arising under this Agreement shall be submitted to the Local District Court.

我已閱讀並接受上述同意書內容 I hereby acknowledge that I have read the contents of this Agreement and give my consent.

當事人簽名 Applicant’s Signature:

(請親簽)

Date:

年

月

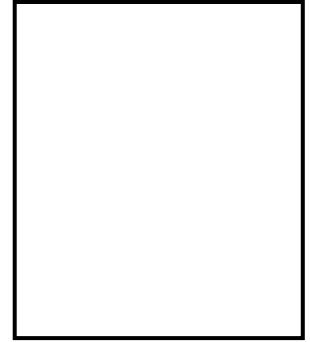
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EMPLOYMENT APPLICATION FORM

職位申請書

ASSOCIATE NO. _____ TIME CARD NO. _____

| | |
|--|----------------------------------|
| 申請職位： POSITION APPLIED : _____ | 要求薪金： SALARY EXPECTED : _____ |
| 願意當夜班或輪更工作否？ WILL YOU WORK NIGHTS OR ON A ROTATING SHIFT? _____ | |



| | | | | | | | | | | | | |
|--|---|---|--|--|--|--|--|--|--|--|--|--|
| 姓名中文 Name (Chinese) | 英文 (English) | 性別 <input type="checkbox"/> F 女 <input type="checkbox"/> M 男 Gender | | | | | | | | | | |
| 國籍 Nationality | 身份證統一編號 I.D. Card No. | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | | | | | | | |
| | | | | | | | | | | | | |
| 出生年/月/日 (西元) Date of Birth | 年齡 Age | | | | | | | | | | | |
| 電話號碼〔必填〕 Home Telephone No. | 手機 Cell Phone No. | | | | | | | | | | | |
| 現在住址 Present Address | 領有殘障手冊 <input type="checkbox"/> 無; <input type="checkbox"/> 有, 障級: <input type="checkbox"/> 輕 <input type="checkbox"/> 中 <input type="checkbox"/> 重 障別 _____ Handicapped manual (依據身心障礙者權益保護法第38條) | | | | | | | | | | | |
| 電子郵件 E-Mail | 原住民 <input type="checkbox"/> 否; <input type="checkbox"/> 是, _____ 族 Aborigine (依據原住民族工作權保障法第12條) | | | | | | | | | | | |
| 血型 Blood Type | 身高 Height | 公分 CM | | | | | | | | | | |
| 軍役 <input type="checkbox"/> 退役 <input type="checkbox"/> 免役 <input type="checkbox"/> 未役: 須待 _____ 年 Military Service Discharged Exempted Wait for _____ Year(s) | | | | | | | | | | | | |
| 交通工具 <input type="checkbox"/> 機車 <input type="checkbox"/> 汽車 <input type="checkbox"/> 大眾運輸工具(捷運 MRT、公車 Bus、火車 Train) <input type="checkbox"/> 其他 Transportation Motorcycle Car Public Transportation Others | | | | | | | | | | | | |

親屬：包括父母、兄弟、姊妹、配偶 Relatives：List father, mother, brothers, sisters, or spouse.

| 姓名 Name | 關係 Relationship | 年齡 Age | 住址 Address | 職業 Occupation |
|---------|-----------------|--------|------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

緊急聯絡人 Emergency contact：

| 姓名 Name | 關係 Relationship | 電話 Tel. No. | 住址 Address |
|---------|-----------------|-------------|------------|
| | | | |

教育背景 Educational Background：

| 學歷 Education | 學校名稱 / 科系 Name of School / Major | 獲得之學位 Degree Received/Awarded | From 由 Month 月 Year 年 | To 至 Month 月 Year 年 |
|--|----------------------------------|-------------------------------|-----------------------|---------------------|
| 最高 The highest education | | | | |
| 次高 The 2 nd -high education | | | | |
| 其他 Others | | | | |

任職紀錄 (先填寫現任或最近任職之商號) Employment history (List present or last employer first):

| 公司名稱 Name of Company | 地點 Location | 職位 Position | 工作性質 Nature of Work | 期間(起~迄) Period (From~To) | 離職原因/薪資 Reason for Leaving/Salary |
|-------------------------|----------------|----------------|------------------------|-----------------------------|--------------------------------------|
| | | | | | / |
| | | | | | / |
| | | | | | / |

推薦人 References:

| 推薦 References | 姓名 Name | 服務單位 Company | 職位 Position | 電話 Tel. No/ 電子郵件 E-Mail |
|----------------------|---|--------------|-------------|-------------------------|
| 推薦人 1 Reference 1 | | | | |
| HR 確認 Confirmed | <input type="checkbox"/> Positive <input type="checkbox"/> Negative, 記錄 Remark _____ | | | |
| 推薦人 2 Reference 2 | | | | |
| HR 確認 Confirmed | <input type="checkbox"/> Positive <input type="checkbox"/> Negative, 記錄 Remark _____ | | | |

館內介紹人 Referral:

| 介紹 Referral | 姓名 Name | 單位 Development | 職位 Position | 關係 Relation |
|-----------------|---------|----------------|-------------|-------------|
| 介紹人 Referral | | | | |

專長及證書 Skills & Qualifications:

| | |
|--------------------|--|
| 技能專長 / Skills | |
| 合格證書 / Certificate | |

嗜好興趣 Interests & Hobbies:

| | | | | | |
|---|--|---|--|---|--|
| 1 | | 2 | | 3 | |
|---|--|---|--|---|--|

語言能力 Language Skills:

| 語言 Language | 說 Speak | | | 寫 Write | | | 懂 Understand | | |
|----------------|---------|------|-----|---------|------|-----|--------------|------|-----|
| | 優 EX. | 良 G. | 可 F | 優 EX. | 良 G. | 可 F | 優 EX. | 良 G. | 可 F |
| 英語 English | | | | | | | | | |
| 日語 Japanese | | | | | | | | | |
| | | | | | | | | | |

健康狀況及特殊資訊: Medical History /Supplementary Information (請圈選 Please circle the answer)

- 目前身體是否有任何狀況, 會影響從事久走、久站及執行必要之工作
Have you suffered from any serious illnesses or undergone any operation(s) within the last two years that may prevent you from walking or standing for a long period of time? 是 Yes / 否 No, 如有者, 請詳細說明 If yes, please give details. _____
- 是否患有下列法定傳染病 Have you suffered from any of the following infectious diseases? 是 Yes / 否 No, 是的話, 則為下列哪些項目 If yes, it is (a)肺結核 Tuberculosis (b)肝炎 Hepatitis (c)化膿性皮膚病 Skin diseases (d)傷寒帶菌者 Typhoid (e)其他 Others _____.
- 是否有前科紀錄 Have you ever been convicted of a crime? 是 Yes / 否 No, 如有者, 何時發生 If yes, when? _____
何種罪名 What was the crime? _____
(申請安全部、財務部及出納者必填 Required for Security & Accounting Department & Cashier Position)
- 是否有親友任職於本公司 Are you related to or acquainted with a member of staff at this hotel? 是 Yes / 否 No,
姓名 Name: _____ 部門 Department: _____ 關係 Relationship: _____

簽名
Applicant's signature

填表日期
Date

面談評估 INTERVIEW ASSESSMENT

| | | | Above Average | Average | Below Average | | |
|-----------------------------------|---|--------------------|---------------|---------|---------------|---|---|
| 意願/興趣 Motivation Fit/Interest | 應徵者對於加入本飯店及該職位有高度興趣 Has a genuine interest in joining the company and taking on the position | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 態度/個性 Attitude/ Personality | 應徵者的態度是真誠有禮，積極，尊重及和善的 Is courteous, sincere, positive, respectful, pleasant, and friendly | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 儀表 Overall Appearance | 應徵者精神奕奕，穿著整齊，裝扮得體合宜 Is intelligent, and well-groomed | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 適應力 Culture Fit / Adaptability | 應徵者自我要求高，自律，適應力強，且與人互動能力佳 Is self-demanding, disciplined, adaptable and gets along with people | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 知識背景 Job Knowledge | 應徵者具備相關工作經驗及知識 Has relevant work experience and sound knowledge about the job | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 自信心 Confidence | 應徵者以肯定的姿態對答問題 Shows confidence and asks relevant questions | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 應對技巧 Conversational Ability | 應徵者的回答清晰有條理，外語口語流利 Well organized spoken English & speech | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |
| 整體表現 Overall Interview | 應徵者的興趣與特質符合該職位及團隊 Is qualified and suitable for the position & team | (1 st) | 5 | 4 | 3 | 2 | 1 |
| | | (2 nd) | 5 | 4 | 3 | 2 | 1 |

| | |
|---|--|
| 初試 First Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined 總評 Comments: | 複試 Second Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined 總評 Comments: |
| 簽名: _____ 日期: _____ Sign _____ Date _____ | 簽名: _____ 日期: _____ Sign _____ Date _____ |

任用決定 APPROVAL TO HIRE

| 單位 Department | 職稱/職級 Position/Grade | 薪資 Salary |
|--|-------------------------|---|
| 單位主管 Department Head signature : _____ | | 部門主管 Division Head signature : _____ |
| 人力資源部 Human Resources ■ 編制/實際人力 Budget/Actual manning : _____ ■ 薪資級距 Salary Range : _____ ■ 任用日期 Commence Date : _____ | | |
| 財務長 Comptroller signature : _____ | | 總經理 General Manager signature : _____ |
| | | B 職級(含)以上 (for B grade and above) 執行長 CEO signature : _____ 董事長 Chairman signature : _____ |