人 事 資 料 表(一)

**請正楷填寫，不可字跡潦草。**

HR-A-007-01

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| 應 徵 職 缺 資 訊 | | | | | | | | | | | | | | | | | | | | | | | | (請勿使用膠帶黏貼)    (黏貼時請勿超出格子)    照 片 | | | | |
| 事業體 | | 單位代號/名稱 | | | | | | | | | | | 職稱 | | | | 希望待遇 | | | | | | |
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| 個 人 資 料 | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名: | | | | | | 出生日期: ( 歲) | | | | | | | | | | | | 身高: | | | | | |
| 生理性別: | | | | | | 身分證號: | | | | | | | | | | | | 體重: | | | | | |
| □已婚 □離婚 □未婚 □喪偶 | | | | | | | | | 懷孕 □是 □否 | | | | | | | | | 血型: | | | | | | 員編: | | | | |
| 身體健康狀態: □良好 □其他傷病\_\_\_\_\_\_\_\_\_\_\_ □領有身心障礙手冊: □輕度 □中度 □重度 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 駕照種類: □汽車(□大客車 □大貨車 □小客車) □機車 | | | | | | | | | | | | | | | | 原住民: □是， 族 □否 | | | | | | | | | | | | |
| 戶籍地址: | | | | | | | | | | | | | | | | | | | | | 市話: | | | | | | | |
| 通訊地址: | | | | | | | | | | | | | | | | | | | | | 手機: | | | | | | | |
| EMAIL: | | | | | | | | | | | | 專長: | | | | | | | | | 興趣: | | | | | | | |
| 緊 急 連 絡 人 資 訊 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | 關係 | | | | | 聯絡地址 | | | | | | | | | | | | | | | | | 手機 | | | |
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| 教 育 程 度 / 訓 練 課 程 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 校名 | | | | | | | 科系 | | | | | | | | 入校日 | | | | | | 離校日 | | | | | 畢業/肄業 | | |
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| 訓練課程: | | | | | | | | | | | | | | 證照: | | | | | | | | | | | | | | |
| 工 作 經 歷 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 服務單位 | | | | 職稱 | | | | | | | 任職時間(起訖) | | | | | | | | | 工作性質 | | | 離職原因 | | | | | 薪資 |
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| 家 庭 成 員 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 成員姓名 | 稱謂 | | | | 職業 | | | | | 年齡 | | | | 成員姓名 | | | | | 稱謂 | | | 職業 | | | | | 年齡 | |
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| ＊本人慎重聲明以上所填內容屬實，如有虛填情事，願受解雇處分。  ＊本人同意：如經 貴公司錄取通知者，應與 貴公司簽妥勞動契約書面後，始發生勞雇關係。  應徵人員簽名: 到職日期: 年 月 日**(人資單位填寫)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

人資部傳真電話:02-2701-5752。

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| 應徵人員姓名: | | | | | 面試日期: | | | | |
| 職 缺 來 源 | | | | | | | | | |
| □104 □1111 □報紙 □本公司員工介紹，介紹人姓名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □其他:\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 勞 保 / 健 保 / 勞 退 | | | | | | | | | |
| ★是否已領取過勞保之退休金(勞保老年給付)：□是 □否。  ★是否加健保：(兼職可選)  □是 □否，不加原因：□低收入戶(附證明)□已入工會□有其他工作□依附眷屬。 | | | | | | | | | |
| 自 述 (請重點敘述下列問題，以便於面談之進行，謝謝合作) | | | | | | | | | |
| 問 題 事 項 | | | 應徵者回答填寫 | | | | | | |
| 1.如何克服情緒低潮 | | |  | | | | | | |
| 2.對自己操守品德的看法 | | |  | | | | | | |
| 3.喜歡穩定或是挑戰性 | | |  | | | | | | |
| 4.曾遇到最大的挑戰為何 | | |  | | | | | | |
| 5.對團隊工作的看法 | | |  | | | | | | |
| 6.對工作輪調的看法 | | |  | | | | | | |
| 以下為面試主管填寫(面試官面試者與面試官互動 Q & A ) | | | | | | | | | |
| 服裝儀態 | | □5 □4 □3 □2 □1 | | | 配合度 | | | □5 □4 □3 □2 □1 | |
| 服務熱誠 | | □5 □4 □3 □2 □1 | | | 專業知識 | | | □5 □4 □3 □2 □1 | |
| 理解力 | | □5 □4 □3 □2 □1 | | | 電腦應用 | | | □5 □4 □3 □2 □1 | |
| 表達力 | | □5 □4 □3 □2 □1 | | | 書寫用詞 | | | □5 □4 □3 □2 □1 | |
| 面 談 結 果 □錄用 報到日期 年 月 日 ， □備用 □不錄用 | | | | | | | | | |
| 綜觀以上面談內容與評價分數，請面試官給予至少3句 錄取理由 | | | | | | | | | |
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| 核定薪資:  合計: 元 | | | | | | | 人 資 部 | | |
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| 總經理 | 副總經理 | | | 財務部 | | 部門主管 | | | 面試官 |
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人 事 資 料 表(二)

**請正楷填寫，不可字跡潦草。**

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