**人員資料表**

表單編號：4C1-071

版本: 1.4

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| **應徵職務** | |  | | | | | | | | | | | | | | | | | | **員工編號 (公司填寫)** | | | | | | |  | | | | | |
| **個人基本資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **中文姓名** | |  | | | | | | | | | **英文姓名** | | |  | | | | | | | | | | | | 2吋照片 | | | | | | |
| **出生日期** | | 西元 年 月 日 | | | | | | | | | **國籍** | | |  | | | | | | | | | | | |
| **性別** | | 🞎男 🞎女 | | | | | | | | | **血型** | | | 🞎A 🞎B 🞎AB 🞎O | | | | | | | | | | | |
| **身分證 字號** | |  | | | | | | | | | **婚姻** | | | 🞎未婚 🞎已婚  🞎其他： | | | | | | | | | | | |
| **駕照** | | 🞎機車 🞎汽車 🞎其他： | | | | | | | | | **上班交通 方式** | | | 🞎機車 🞎汽車 🞎大眾運輸 🞎其他： | | | | | | | | | | | |
| **通訊地址** | | ( ) | | | | | | | | | | | | | | | | | | | | **通訊電話** | | | | ( ) | | | | | | | |
| **戶籍地址** | | ( ) | | | | | | | | | | | | | | | | | | | | **戶籍電話** | | | | ( ) | | | | | | | |
| **電子郵件 信箱** | |  | | | | | | | | | | | | | | | | | | | | **行動電話** | | | |  | | | | | | | |
| **兵役狀況** | | 🞎免役 🞎未役 🞎役畢，退役日期：西元 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **學 歷 (由近至遠排列)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **學校名稱** | | | | | **科系** | | | | | | | | | | | | **學歷** | | | | **畢業/肄業** | | | | **就讀起訖年月(西元)** | | | | | | | | |
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| **工作經歷 (由近至遠排列)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **服務機構名稱** | | | | | **職稱** | | | | | **月薪** | | | **年薪** | | | | | **離職原因** | | | | | | | **在職起訖年月(西元)** | | | | | | | | |
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| **總工作年資**： 年  🞎是 🞎否 曾任職於特力集團關係企業，公司名稱/職稱： 期間： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **語言能力及其他工作技能 (請以極佳、佳、普通、略通或不通說明您對該語言的熟練程度)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **語言** | | **聽** | | **說** | | **讀** | | | | | | **寫** | | | **語言** | | | | | **聽** | | | **說** | | | | | | **讀** | | | **寫** | |
| 中文 | |  | |  | |  | | | | | |  | | |  | | | | |  | | |  | | | | | |  | | |  | |
| 英文 | |  | |  | |  | | | | | |  | | |  | | | | |  | | |  | | | | | |  | | |  | |
| **資格認證** | | | | | | | **取得日期(西元)** | | | | | | | | **資格認證** | | | | | | | | | | | | | | **取得日期(西元)** | | | | |
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| **熟悉之電腦軟體應用**： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **家庭狀況(父母、配偶、子女)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **稱謂** | **姓名** | | | | **生日** | | | | **職業** | | | | | | | **稱謂** | | **姓名** | | | | | | **生日** | | | | | | **職業** | | | |
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| **有無親友任職於本公司？** 🞎有 🞎無  如有，請列出姓名： 部門： 關係： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **緊急聯絡人** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名** | | | **關係** | | | | | **地址** | | | | | | | | | | | | | | | | | | | | **電話** | | | | |
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| **可到職日期** | | | 西元 年 月 日或通知後\_\_\_\_\_\_天 | | | | | | | | | | | | | | | | **期望待遇(月薪/年薪)** | | | | | | | | |  | | | | |
| **如何得知本公司之招募訊息：**🞎招募網站： 🞎報紙廣告 🞎親友介紹 🞎其他： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **請說明您的1.工作專長、2.個人特質、3.興趣嗜好：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **其他資訊**(如未提供以下資訊不會影響錄用結果) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 您是否有任何犯罪紀錄、曾遭受起訴或受法院強制執行命令扣薪？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞎是 🞎否 | |
| 是否領有身心障礙手冊，原因： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞎是 🞎否 | |
| 是否為原住民身份或少數民族( 族)？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞎是 🞎否 | |
| **應徵分店門市同仁應填寫本欄** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否接受輪班輪休之方式？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞎是 🞎否 | |
| 即使是天災或國定假日，若當天為您的排班日同意到店上班？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞎是 🞎否 | |
| 有興趣任職部門？ 🞎收銀客服課 🞎商管課 🞎營業課(賣場銷售服務) 🞎行政課 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **填表人聲明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 特力集團(指特力(股)公司及其關係企業，包括但不限於/特力屋/特力屋室內裝修/特家/特力恩瑞(股)公司等)為人力招募而蒐集處理利用以上個人資料，並僅會在特力集團所在地使用，決不會洩漏給無關之第三人。本人瞭解並同意本人得就所提供的個人資料向特力集團人資單位進行查詢、請求閱覽、請求製給複製本、補充、更正、請求停止蒐集、處理、利用或刪除，並同意特力集團建檔留存三年以便日後如有相關職缺時連絡，以及若經錄取可保留至本人離職後五年。  本人承諾所提供的各項資料均為真實，並同意特力集團就其真實性進行查證；本人知悉如不能正確且完整提供的個人資料，將可能影響任用結果，並承擔後續一切法律責任，若於任用後發現，特力集團依法得不經預告終止契約。  簽名： 日期： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |