

# Welcome to



TAIPEI

## AUDITION FORM

### 職務申請書

#### JOB PARTICULARS 申請職務資料

Available Date 可到職日期：\_\_\_\_\_ Salary Expectation 期望薪資：\_\_\_\_\_

Vacant Position 申請職務名稱：\_\_\_\_\_

#### PERSONAL DETAILS 個人資料

Title: Mr. / Ms. 先生/女士

Name 姓名：\_\_\_\_\_

Surname 英文姓 First Name 英文名 Chinese Name 中文姓名 Other Names 其他

Address 聯絡地址：\_\_\_\_\_

Home Phone 住宅電話：\_\_\_\_\_ Mobile Phone 手機號碼：\_\_\_\_\_

Email Address 電子郵件：\_\_\_\_\_

Can you produce Identification?  Passport 護照  ROC ID 身份證  Driver's License 駕駛執照  ARC 外僑居留證

可提供哪種身份證明文件？

If you're not an ROC citizen, what is your residency status?  
若您不是中華民國居民，請列明所屬的公民身份 \_\_\_\_\_

Permanent 永久居留  Temporary 臨時居留  Expiry Date 屆滿日期 \_\_\_\_\_

If you're not a ROC citizen, what is your work status? 若您不是中華民國居民，請列明目前的工作狀況 \_\_\_\_\_

(Should you be called for an audition, please provide a photocopy of your valid work permit or ARC)  
(請在面談時出示有效工作簽證或外僑居留證)

#### EMPLOYMENT MEDIA 就業媒介

Introduced by W Taipei Talents  
由任職 W Taipei 的朋友介紹：

Name 姓名：\_\_\_\_\_

Position 職務：\_\_\_\_\_

Relationship 關係：\_\_\_\_\_

Through Advertisement (Please specify)  
廣告 (請註明報社名稱)：\_\_\_\_\_

www.104.com.tw 104 人力銀行

www.1111.com.tw 1111 人力銀行

Others 其他：\_\_\_\_\_

**EMPLOYMENT HISTORY (Start with Most Recent) 工作經驗 (由最近期工作開始填寫)**Employer (full name and address) 公司名稱及地址 \_\_\_\_\_  
\_\_\_\_\_

Position &amp; Duties 職務及工作範圍 : \_\_\_\_\_

Dates (from/to) 受聘期間 : \_\_\_\_\_ Base Salary 基本薪資 : \_\_\_\_\_

Reason for Leaving 離職原因 : \_\_\_\_\_ Allowance 津貼 : \_\_\_\_\_

Reference 推薦人 : \_\_\_\_\_ Contact Phone No 聯絡電話 : \_\_\_\_\_

Employer (full name and address) 公司名稱及地址 \_\_\_\_\_  
\_\_\_\_\_

Position &amp; Duties 職務及工作範圍 : \_\_\_\_\_

Dates (from/to) 受聘期間 : \_\_\_\_\_ Base Salary 基本薪資 : \_\_\_\_\_

Reason for Leaving 離職原因 : \_\_\_\_\_ Allowance 津貼 : \_\_\_\_\_

Reference 推薦人 : \_\_\_\_\_ Contact Phone No 聯絡電話 : \_\_\_\_\_

Employer (full name and address) 公司名稱及地址 \_\_\_\_\_  
\_\_\_\_\_

Position &amp; Duties 職務及工作範圍 : \_\_\_\_\_

Dates (from/to) 受聘期間 : \_\_\_\_\_ Base Salary 基本薪資 : \_\_\_\_\_

Reason for Leaving 離職原因 : \_\_\_\_\_ Allowance 津貼 : \_\_\_\_\_

Reference 推薦人 : \_\_\_\_\_ Contact Phone No 聯絡電話 : \_\_\_\_\_

**LANGUAGES (Please ✓) 語言能力 (請在空格內打✓)**

WRITTEN 書寫	Good 流利	Fair 中等	Average 一般	Poor 略懂
English 英文				
Mandarin 國語				
Japanese 日文				
Other 其他:				
SPOKEN 會話	Good 流利	Fair 中等	Average 一般	Poor 略懂
English 英文				
Mandarin 國語				
Japanese 日文				
Other 其他:				

**EDUCATION & QUALIFICATIONS 學歷**

Education Level 教育程度	Name of School 學校名稱	Location 地點	Dates (from/to) 就讀期間	Degree / Certificate Obtained 取得學位

**OTHER COURSES ATTENED (include Overseas Training or Exposure)**

其他學歷 (包括海外訓練及交流)

Name of Course 課程名稱	Course Duration 就讀期間	Location 地點	Date Obtained 畢業日期	Qualification/Exposure Obtained 取得資歷

**ADDITIONAL SKILLS 技能及專長**

Skills 技能及專長	YES 有	NO 無
Typing (words / minute) 打字 (字 / 分鐘)		
Computer Software 電腦軟體		
Driver's License / Culinary Certificates / Engineering Certificates / Others 駕照 / 廚師證 / 技術士證 / 其他： (Please specify the expiry date of each certificate 請註明每張證照的有效期限)		
_____		

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS 請回答以下所有問題**

Are you prepared to work rotating shifts, including night, weekend, & public holidays? 您是否願意輪班工作 (包括夜班、週末及國定假日)?	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否
Have you ever been discharged from employment due to unsatisfactory performance or misconduct? 您是否曾因工作表現欠佳或行為不良而被解僱?	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否
Are you prepared to follow instructions and work as directed? 您是否願意遵照指示及履行所指定之工作?	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否
Will you work under and comply with the rules, regulations, terms and conditions of W Taipei? 請問您是否願意遵照台北 W 飯店的工作守則?	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否
I have no objections to W Taipei's seeking verification and additional information to any matter disclosed in this form (including contacting your previous employers for reference check)? 我同意台北 W 飯店確認此申請書的內容及索取額外資料 (包括與我的前任僱主聯絡)?	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否

**DECLARATION (Please read and sign before submitting the application)**

聲明 (簽署及遞交申請書前, 請先詳細閱讀以下條文)

I authorize W Taipei to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever issuing from such information. I further declare that the statements made by me in this audition form are true, complete and correct. A false statement or dishonest answer to any question may be grounds for my immediate discharge from employment with W Taipei.

本人僅此授權台北 W 飯店可向本人之前任僱主及 / 或曾就讀的學校要求提供有關本人的資料以作審核之用, 並保證不向他們追究因此而引致的任何責任。本人亦在此證明上述填報的個人資料均屬事實。如有不實, 本人日後可被台北 W 飯店立即解聘並不得要求任何賠償。

Applicant Signature 申請人簽名: \_\_\_\_\_ Date 日期: \_\_\_\_\_

ROC ID NUMBER 中華民國身份證號碼: \_\_\_\_\_ DOB 出生日期: \_\_\_\_\_

All audition details will be treated with confidentiality and fairness. Thank you for your interest in joining our Talent team at W Taipei.

所有資料絕對保密, 感謝您申請台北 W 飯店的職務。

**W Talents have personalities that WOW our guests with their passion and individuality!**