

## 職位申請書

### APPLICATION FOR EMPLOYMENT

請用正楷填寫以下各項 Please complete every item in black 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	
願意當夜班或輪班工作? Will you work nights or on a rotating shift? <span style="float: right;"> <input type="checkbox"/> 是 Yes   <input type="checkbox"/> 否 No                 </span>		

<b>個人資料 Personal particulars</b>			
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			

<b>家庭記錄 (請在適當空格內打“X”號)</b> 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



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 TAYHLLANDIS Hotel Tainan			
姓名 Name	部門 Department	職位 Position	關係 Relationship

健康狀況及特殊資訊 Health Records and Special information	否 No	是 Yes	倘若答覆為“是”，請詳細說明之 If "yes". Give particulars
1. 身體是否有缺陷 Do you have any physical defects?			是的話，則為下列哪些項目 - If yes, it is? <input type="checkbox"/> (a) 說話 Speech <input type="checkbox"/> (b) 聽覺 Hearing <input type="checkbox"/> (c) 視力 Sight <input type="checkbox"/> (d) 四肢 Limbs <input type="checkbox"/> (e) 其他 Others
2. 最近兩年來，曾否患上重病或曾動過手術，造成不宜從事久站、久走之工作 Have you had any serious illnesses or operation within the last 2 year, and cause not be able to work for long hours via standing and walking?			如果有者，請詳細說明 If yes, please give details. <hr/> <hr/>
3. 是否患有下列法定傳染病 Have you ever had any epidemic disease?			是的話，則為下列哪些項目 - If yes, it is? <input type="checkbox"/> (a) 肺結核 Phthisis <input type="checkbox"/> (b) 肝炎 Hepatitis <input type="checkbox"/> (c) 性病 Venereal Disease <input type="checkbox"/> (d) 化膿性皮膚病 Suppurative Dermatitis <input type="checkbox"/> (e) 傷寒帶菌者 Typhoid    (e) 其他 Others _____
4. 是否有前科紀錄 Do you have any record of previous crime?			如有者，何時發生? If yes, when? _____ 何種罪名 What is the crime? _____ 目前情況 Current situation is <input type="checkbox"/> (1) 上訴中 Appealing <input type="checkbox"/> (2) 假釋 Parole <input type="checkbox"/> (3) 服刑畢 Served the sentence
5. 是否懷有身孕 Are you pregnant?			如有者 If yes, _____ 月 Month..

## 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)

續表日期 \_\_\_\_\_  
Date / Month / Year