



夏都國際開發股份有限公司

工作申請表

Employment Application

粗框項目由面試主管填寫

填寫日期 Date: 年 YY 月 MM 日 DD

錄取公司	<input type="checkbox"/> 酒店-墾丁館 <input type="checkbox"/> 城旅-安平館 <input type="checkbox"/> 捷旅		工作性質	<input type="checkbox"/> 正職 <input type="checkbox"/> 約聘 <input type="checkbox"/> 建教 <input type="checkbox"/> 實習 <input type="checkbox"/> 兼職	
員工編號			任職期限	<input type="checkbox"/> 一年 <input type="checkbox"/> 半年 <input type="checkbox"/> 二個月 <input type="checkbox"/> 無限	
應徵職缺 Position Applied			希望待遇 Expected Salary		
中文姓名 Name in Chinese			英文姓名 Name in English		
身份證字號 I.D. No.			郵件信箱 Email		
行動電話 Mobile Number			出生日期 Birthday	年 YY	月 MM
婚姻 Marital Status	<input type="checkbox"/> 未婚 <input type="checkbox"/> 已婚 Single Married	血型 Blood	身高 Height	公分 CM	性別 Gender
					<input type="checkbox"/> 男M <input type="checkbox"/> 女F
戶籍地址 Permanent Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			電話 Tel No.	
通訊地址 Contact Address	<input type="checkbox"/> 同戶籍地址 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			電話 Tel No.	
身分別	持有殘障手冊 <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 No Yes				
原住民 Aborigine	<input type="checkbox"/> 否 <input type="checkbox"/> 是，_____族 No Yes				
病史 Disease	是否有重大性疾病 <input type="checkbox"/> 無 <input type="checkbox"/> 有 疾病名稱 No Yes Name of Disease _____ (依據「食品良好衛生管理基準」食品從業人員罹患或感染A型肝炎、手部皮膚病、出疹、膿瘡、外傷、結核病、傷寒或其他可能造成食品污染之疾病，其罹患或感染期間，不得從事與食品接觸之工作。				
經歷 Employment History					
期間 Employment Period	服務機構 Employer Name	職位 Position	薪資 Salary	離職原因 Reason for Leaving	

請翻面下頁填寫

學歷 Education												
學位 Degree	學校或受訓機構 Institution			主要課程/科系 Major Course			起迄時間 Duration			畢業	肄業	
							年 月至 年 月					
							年 月至 年 月					
							年 月至 年 月					
							年 月至 年 月					
技能專長及其他 Specialty & Language												
語言能力 Language	聽 Listen			說 Speak			讀 Reading			寫 Write		
	佳 EX	良 G	可 F	佳 EX	良 G	可 F	佳 EX	良 G	可 F	佳 EX	良 G	可 F
電腦應用 Computer skill	文書處理： <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> 其他											
	其他軟體：											
證照資格 Certification and License												
其他專長 Specialty												
興趣 Interest												
緊急聯絡人 / 親屬資料 Relatives												
緊急聯絡人 In Case Of Accident In From			聯絡電話 Tel . No			關係 Relation						
稱謂 Relationship	親屬姓名 Name		聯絡電話 Tel . No			職業 occupation		年齡 Age				
稱謂 Relationship	親屬姓名 Name		聯絡電話 Tel . No			職業 occupation		年齡 Age				
請回答以下所有問題 Please answer all the questions below							否 NO	是/有 YES	若答覆為”是”，請詳細說 IF YES". GIVE PARTICULARS			
曾否被捕或被判罪? Have you ever been arrested and convicted of a crime?												
曾否因工作不力或品行不佳而被解雇? Have you ever been discharged from employment because your work/conduct was not satisfactory?												
是否有任何健康問題會妨礙日常工作? Do you suffer any health problems that prevent you from performing your duties?												
是否同意於任職期間，配合公司運作時間輪班、輪休、補休，絕無異議。 <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO Whether agreed to being in office the period, The coordinate company operates the time to be in shifts, to rotate days off, the compensatory leave does not have the objection.												
聲明 Statement												
本人同意尊重公司人事政策提供本表所述之個人資料，並同意公司得基於管理需要依據法令規定使用之，亦同意公司得就本人所陳述之工作經歷內容向原任職機構進行瞭解，且經確認表中所填各項資料均屬實且為本人親自填寫，如有虛假，願受解職處分。 I, hereby, instate that in accordance with the Human Resources policies of Chateau, I agree to provide my personal date in this application form and grant my consent to the company for the following purposes as a result of managerial requirement: 1.To disclose the data in compliance with legal requirements. 2.To execute background investigation with former organizations regarding previous work experience. Upon verification, the information provided in this form are filled on my own and fully authentic. I understand that any false statement mad herein be subject to the employment termination.												
申請人簽字 SIGNATURE OF APPLICANT						日期 DATE						

請翻面下頁填寫



個人資料提供同意書

Release of Personal Information Agreement

本同意書說明夏都國際開發股份有限公司(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 Chateau Hotels & Resorts Group (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(夏都國際開發股份有限公司)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 fired 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 company documents which potentially negate 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 upon 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 is concluded.
6. 您瞭解此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. 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 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，並以臺灣屏東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 Pingtung 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

謝謝您的填寫，祝您求職順利～

面試評核表

Release of Personal Information Agreement

求職表現	評核內容	初試1st					複試2nd				
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	5	4	3	2	1	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	5	4	3	2	1	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	5	4	3	2	1	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	5	4	3	2	1	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	5	4	3	2	1	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	5	4	3	2	1	5	4	3	2	1
應對技巧 Conversational Ability	應徵者的回答清晰有條理 Well organized and clear responses	5	4	3	2	1	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 Qualified and suitable for the position & team	5	4	3	2	1	5	4	3	2	1
外語能力 (若適用) Language Ability (If applicable)	外語口語流利 Fluent in foreign language (spoken)	5	4	3	2	1	5	4	3	2	1
評核總分											
初試First Interview						複試Second Interview					
總評Comments:						總評Comments:					
<input type="checkbox"/> 拒絕Declined <input type="checkbox"/> 推薦Recommended 簽名： _____ 日期： _____ Signature Date						<input type="checkbox"/> 拒絕Declined <input type="checkbox"/> 推薦Recommended 簽名： _____ 日期： _____ Signature Date					
內部簽核欄 For Staff Use Only											
相關部門意見						人事部門意見					
_____						_____					
_____						_____					
_____						_____					

簽核

部/室主管暨管理主管
Dept Head分公司行政管理部
Branch
Admin Division Head分公司執行辦公室
Branch
Executive office總公司行政管理處
Headquarters
Admin Division Head總經理室
General Manager
Office董事長室
Chairman
Office

人事收單人員:

日期:

年 月 日