



# PERSONAL INFORMATION

THIS FORM MUST BE COMPLETED  
PERSONALLY BY APPLICANT

本表必須申請人自行填寫

## 履 歷 表

NAME IN ENGLISH: 英文姓名		Attached photograph taken within past 12 months 請貼最近一年內所攝之照片					
NAME IN NATIVE LANGUAGE: 本國文姓名							
BIRTH DATE: 出生日期	HEIGHT 身高 _____ <b>CM</b>						
BIRTH PLACE: 出生地點	WEIGHT 體重 _____ <b>KG</b>	SPECIAL ACTIVITIES & HOBBIES: 社團活動及嗜好					
NATIVE PROVINCE AND CITY 籍貫 省 縣/市	NATIONALITY 國籍						
CITIZEN CERTIFICATE PARTICULARS: 國民身分證號碼及發給日期:		MALE 男 <input type="checkbox"/>	RELIGION: 宗教信仰				
PRESENT ADDRESS: 現在住址		FEMALE 女 <input type="checkbox"/>					
PERMANENT ADDRESS: 永久住址		MARRIED 已婚 <input type="checkbox"/>					
		SINGLE 單身 <input type="checkbox"/>					
行動電話:		E-Mail:					
最高學歷畢業學校(請加填英文校名、科系) EDUCATION 教育程度							
GRADE 等別	NAME OF SCHOOL 學校名稱	LOCATION 地點	FROM 自		TO 至		MAJOR SUBJECT 所習科系
			MONTH	YEAR	MONTH	YEAR	
小學							
初(國)中							
高中(職)							
專科							
大學							
研究所							
其他							
DESCRIBE ANY SPECIAL VOCATIONAL OR TECHNICAL TRAINING AND SPECIALIZED KNOWLEDGE/ABILITY AND WORK EXPERIENCE 詳述所受之特殊職業或技術訓練及具有之特長與工作經驗							
CURRENT PROFESSIONAL LICENCES, IF ANY (GIVE AND NUMBER OF LICENCES AND ISSUING AUTHORITY) 職業證件(證件性質, 號碼及頒發機關或社團)							

Use Separate sheet where additional space is needed. 本表各欄如空白不足, 請用另紙填寫

* JOB APPLIED FOR 申請何種工作								
*LOWEST ACCEPTABLE SALARY 希望最低薪金				LOCATION PREFERENCE 願往之工作地區				
TYPING SPEED打字速率 _____ WORDS PER MINUTE								
LANGUAGES (NAME AND INDICATE THE EXTENT AND LIST ALL PAST JOBS IN CHRONOLOGICAL ORDER) 語文(以很好, 好, 平平表示程度)								
LANGUANGE語文		READ讀		WRITE寫		SPEAK講		
EMPLOYMENT RECORD (INCLUDE PRESENT OCCUPATION AND LIST ALL PAST JOBS IN CHRONOGICAL ORDER) 履歷(包括現在職業以年月先後順序詳列履歷)								
EMPLOYED				JOB TITLE 職位	NAME & ADDRESS OF ORGANIZATION 機關名稱及地址	SUPERVISOR'S NAME AND TITLE 主管長官姓名及職稱	SALARY 薪給	REASON FOR LEAVING 離職原因
FROM自		TO至						
MO.	YR.	MO.	YR.					
DO YOU POSSES REFERENCE PAPERS FROM ALL YOUR PAST EMPLOYERS LISTED ABOVE? IF NO. STATE REASONS 是否持有上開歷次職業離職證明文件? 如無, 說明原因								
MILITARY STATYS ( RESERVE STATUS, RANK, ETC.) 軍歷(說明後備軍人身份階級等項)								
HAVE YOU EVER BEEN ARRESTED? STATE CIRCUMSTANCES IF YES. 曾否因案被捕(如曾被捕說明原因)				HAVE ANY PARTICULAR DISEASES? IF YES, PLEASE STATE IT. 過往是否有特殊疾病, 請說明。				
PERSON TO NOTIFY IF CASE OF EMERGENCY 發生意外時通知何人				RELATION 關係	ADDRESS 地址		TEL 電話	

\* Applicable to job applicants only. 僅適於工作申請人

**INFORMATION REGARDING FAMILY (INCLUDING PARENTS, PARENTS\_IN\_LAW, SPOUSE, CHILDREN, BROTHERS/SISTERS, OTHER CLOSE RELATIVE AND PREVIOUS SPOUSE IF ANY)**

家庭狀況(包括父母，岳父母，配偶，子女，兄弟姊妹，其他近親及前配偶)

RELATION 親屬關係	NAME 姓名	BIRTHDAY 出生日期	OCCUPATION 職業	ADDRESS 地址
<b>FATHER</b> 父親				
<b>MOTHER</b> 母親				
<b>SPOUSE</b> 配偶				

**LIST THREE LOCAL PEFERENCES WHO ARE ABLE TO SUPPLY INFORMATION REGARDING YOUR CHARACTER AND ABILITY.**

請列舉居住本市并能提供有關填表人之品性及能力資料之朋友三人

NAME 姓名	RELATION 關係	OCCUPATION 職業(附職稱，機關名稱，地址及電話)	HOME ADDRESS & TEL. NO 住址及電話號碼

**USE THIS SPACE FOR ADDITIONAL INFORMATION YOU WISH TO ADD**

本表內各欄如有附加說明請用此處空白

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS FORM AND UNDERSTAND THAT ANY FALSE STATEMENT MADE HEREIN WILL BE SUFFICIENT CAUSE FOR TERMINATION**

本人允許審查本表內所填各項，如有虛報情事願受解職處分

Signature \_\_\_\_\_

簽 字

Date \_\_\_\_\_

日 期

\* THIS FORM WILL BE REMOVED FROM ACTIVE FILE IF APPLICANT IS NOT EMPLOYED WITHIN A YEAR FROM THE DATE THIS FORM IS SUBMITTED 申請人如自申請日起一年內未經錄用本表即予銷廢

(SPACE FOR THE INTERVIEWER)  
(此處由接談人填寫)