

EMPLOYMENT APPLICATION 工作申請表

營業點 BRANDS	<input type="checkbox"/> 六福萬怡酒店 CYT <input type="checkbox"/> 一禮 Elite <input type="checkbox"/> 六福居 LFR <input type="checkbox"/> 六福客棧 LH <input type="checkbox"/> 六福村 LV <input type="checkbox"/> 關西六福莊 LRG			黏貼相片 (恕不退還) RECENT PHOTOGRAPH (non-returnable)
身分別	<input type="checkbox"/> 正職 FULL TIME <input type="checkbox"/> 實習生/建教生 INTERN <input type="checkbox"/> 兼職 PART TIME	應徵部門 APPLY FOR		
申請職位 POSITION APPLIED	第一選擇 1 st CHOICE 第二選擇 2 nd CHOICE	要求待遇 EXPECTED SALARY		

個人資料 PERSONAL PARTICULARS

中文姓名 NAME IN CHINESE		英文名字 NAME IN ENGLISH		性別 SEX
出生日期 DATE OF BIRTH	身份證字號/護照號碼 I.D. CARD NO./PASSPORT NO.	身高 HEIGHT	體重 WEIGHT	
市內電話號碼 TELEPHONE NO.	行動電話 MOBILE PHONE	電子信箱 E-MAIL ADDRESS		
地址 HOME ADDRESS				

家庭紀錄 FAMILY RECORD

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							
關係 RELATIONSHIP	姓名 NAME	年齡 AGE	職業 OCCUPATION	關係 RELATIONSHIP	姓名 NAME	年齡 AGE	職業 OCCUPATION

緊急聯絡人 PERSONS TO BE CONTACTED IN CASE OF EMERGENCY

姓名 NAME	關係 RELATIONSHIP	地址 ADDRESS	電話 TEL. NO.

學歷 EDUCATION

程度 LEVEL	學校名稱 NAME OF SCHOOL	科系 MAJOR	FROM 由 (年/月) TO 至 (年/月)	畢、肄業 Completion/Incompletion
最高 The Highest Education			-	
次高 The 2 nd -high Education			-	
其他 Other			-	

目前於本公司任職之親友 RELATIVES OR FRIENDS, IF ANY, PRESENTLY EMPLOYED IN OUR COMPANY

請問您是否有親友任職於本公司? <input type="checkbox"/> 否 <input type="checkbox"/> 是 Do you have relatives or friends, if any, presently employed in our company? No Yes			
姓名 NAME	部門 DEPARTMENT	職位 POSITION	關係 RELATIONSHIP

個人資料提供同意書 Release of Personal Information Agreement

本同意書說明六福開發股份有限公司(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之規定後，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 LEOFOO Tourism 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(六福開發股份有限公司)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。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。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.
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 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 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.
6. 您瞭解此一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. 公司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，並以臺灣臺北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 Taipei 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 _____ 日

EMPLOYMENT APPLICATION 工作申請表

工作經歷 EMPLOYMENT RECORD					
工作單位 NAME OF COMPANY	職位 POSITION	FROM 由 (年/月)	TO 至 (年/月)	月薪 SALARY	離職原因 REASON FOR LEAVING
		-			
		-			
		-			

您是否曾任職本公司其他單位？ 否 是，營業點名稱： 職位： 期間：

Have you worked in any brand of Leofoo? No Yes, name of brand: Position: Period:

請問您現在是否有從事與本公司核心業務(旅館、餐飲、主題樂園)相關之兼職、授課、對外代言、顧問及投資經營等職務？ 否 是，營業點名稱：

Do you work a second job concurrently? No Yes, name of company:

目前於本公司工作之推薦人/介紹人 RECOMMENDER IS CURRENTLY EMPLOYED IN OUR COMPANY		
姓名 NAME	工作單位及職務 EMPLOYER AND POSITION	關係 RELATIONSHIP

技能及證書 SKILLS & QUALIFICATIONS	
技能專長 SKILLS	
合格證書 CERTIFICATE	

語言 (請在適當空格上填上“√”符號) LANGUAGES (Please mark a “√” to indicate your knowledge)									
語言 LANGUAGES	閱讀 READING			書寫 WRITING			會話 SPOKEN		
	優 GOOD	可 FAIR	劣 POOR	優 GOOD	可 FAIR	劣 POOR	優 GOOD	可 FAIR	劣 POOR
英文 ENGLISH									
日文 JAPANESE									

本項資料由本人自行決定是否提供公司參考 請於適當位置填上“√”符號 Please mark a “√”	否 NO	是/有 YES	倘若答覆為“是”，請詳細說明之 IF “YES”. GIVE PARTICULARS
曾否被捕或被判刑? Have you ever been arrested and convicted of a crime?			
是否身上有紋身? Do you have tattoo on your body?			有紋身之部位:
曾否因工作不力或品行不佳而被終止聘僱關係? 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?			
是否有任何法定傳染病會妨礙日常工作? Do you suffer any disabilities that prevent you from performing your duties?			

如經錄用，是否可提供公私立醫院合格之健康檢查報告及各縣市警察機關之「警察刑事紀錄證明書」? If hired, can you provide the qualified health examination report and the application form for police criminal record certificate?

Yes 可提供
 No 無法提供，原因:

簽名 Applicant's Signature: _____ (請親簽) Date: _____ 年 _____ 月

僅供面談及主管使用

FOR INTERVIEW AND MANAGEMENT USE ONLY

面談評估 INTERVIEW ASSESSMENT

		水準之上 Above Average		一般水準 Average	水準之下 Below Average	
		5	4	3	2	1
儀容 GENERAL APPEARANCE	(1 st) (2 nd)	5	4	3	2	1
性格 PERSONALITY	(1 st) (2 nd)	5	4	3	2	1
禮儀 COURTESY	(1 st) (2 nd)	5	4	3	2	1
主動性 INITIATIVE	(1 st) (2 nd)	5	4	3	2	1
自信心 SELF-CONFIDENCE	(1 st) (2 nd)	5	4	3	2	1
表達能力 EXPRESSION	(1 st) (2 nd)	5	4	3	2	1
思緒反應 REACTION	(1 st) (2 nd)	5	4	3	2	1
職位知識 JOB KNOWLEDGE	(1 st) (2 nd)	5	4	3	2	1
配合度 COOPERATIVE	(1 st) (2 nd)	5	4	3	2	1
外文應對能力 FOREIGN LANGUAGE ABILITY	(1 st) (2 nd)	5	4	3	2	1

<p>人力資源部 1st INTERVIEW BY HUMAN RESOURCES DEPARTMENT</p> <p><input type="checkbox"/> 推薦第二次面試 RECOMMENDED FOR 2nd INTERVIEW</p> <p><input type="checkbox"/> 不合適 DECLINED</p> <p>總評 Comments :</p> <p>DATE _____ SIGN. _____</p> <p>日期 _____ 簽名 _____</p>	<p>相關部門主管 2nd INTERVIEW BY DEPT. HEAD CONCERNED</p> <p><input type="checkbox"/> 合適 ACCEPTED</p> <p><input type="checkbox"/> 不合適 DECLINED</p> <p>總評 Comments :</p> <p>DATE _____ SIGN. _____</p> <p>日期 _____ 簽名 _____</p>
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<p>建議聘請條件 CONFIRMATION OF EMPLOYMENT (用人單位填寫, 人資部審核)</p>	<p>DIV./DEPT./SEC. 處/部/課 _____ COST CENTER 成本中心 _____</p> <p>JOB TITLE 核定職稱 _____ LEVEL 職級 _____ COMMENCING DATE 報到日期 _____</p> <p><input type="checkbox"/> 通過試用期不另調整</p> <p><input type="checkbox"/> 通過試用期後, 依工作表現調整 _____</p> <p>薪資項目: (本薪) + (職務加給) + (其他津貼) + (津貼) = (合計)</p> <p>試用薪資: () + () + () + () = ()</p> <p>正式薪資: () + () + () + () = ()</p> <p>時薪: ()</p>
<p>職級薪資級距</p> <p>~</p>	

Approvals 簽核

四級主管 Section Head	三級主管 Department Head	二級主管 Division Head	人力資源部 Human Resources	一級主管 B.U. Head	董事長 Chairman