



應徵項目: \_\_\_\_\_

**個人資料(Personal Data)**

|   |   |  |
|---|---|--|
| 照片(PHOTO)   | 性別(Sex):  | 生日(Birthday): ____ . ____ . ____<br>(YYYY/MM/DD) |
|   | 出生地(Birth Place):                                       | 家中排行(Sibling Status):                            |
|   | 國籍(Nationality):  | 婚姻狀況(Marital Status):                            |
| 姓名 Name<br>(中 Chinese): _____<br>(英 English): _____ | 聯絡電話 (O):<br>(H):<br>(Mobile):<br>電子郵件 (Email address): |  |
|   | 聯絡住址 (Contact Address):                                 |  |

**工作技能(Knowledge, Abilities, Skills)**

|                                |   |          |         |        |         |
|--------------------------------|---|----------|---------|--------|---------|
| 語文能力 Languages                 | 請在下方空格中填入數字 1: 不佳 2. 尚可 3. 好 4. 優 5. 極優 |          |         |        |         |
|                                |   | 聽 Listen | 說 Speak | 讀 Read | 寫 Write |
|                                | 中文 Mandarin                             |          |         |        |         |
|                                | 英文 English                              |          |         |        |         |
|                                | 方言 Dialect                              |          |         |        |         |
| 其他語言 Other languages           |   |          |         |        |         |
| 駕照 Driving Licenses            | ( ) 汽車 car ( ) 機車 motorbike             |          |         |        |         |
| 專業能力 Professional Capabilities |   |          |         |        |         |
| 專業證照 Professional Licenses     |   |          |         |        |         |



|  |  |
|--|--|
|  |  |
|--|--|

**教育程度 (Education Background)**

| Years Completed<br>(YYYY / MM / DD) | School name / Department / Degrees earned |
|-------------------------------------|---|
| From:                               |   |
| To:                                 |   |
| From:                               |   |
| To:                                 |   |
| From:                               |   |
| To:                                 |   |

**個人優點 (Please list 2 - 3 Personal Advantages ) 請列出 2-3 項**

**需改善之處 (Please list 2 - 3 improvements needed ) 請列出 2-3 項**

**對此機會有興趣之因素 (Please list 2 -3 reasons for applying the position) 請列出 2-3 項**

**工作經歷 (Working Experience)**

|  |   |                   |
|--|---|-------------------|
| <b>From:</b><br>____年(YYYY)<br>____月(MM) | <b>公司(Company):</b><br><br><b>部門(Department):</b> | <b>職稱(Title):</b> |
| <b>to:</b><br>____年 (YYYY)<br>____月(MM)  | <b>直屬管轄主管(Supervisor):</b>                        |                   |



|   |  |
|---|--|
|   | <b>職責(Responsibilities):</b><br><br>1.<br>2.<br>3.   |
|   | <b>主要貢獻與成就(Achievements):</b><br><br>1.<br>2.<br>3.  |
|   | <b>離職原因 (Reasons for Leaving)</b><br><br>1.<br>2.<br>3.  |
| <b>From:</b><br>____年(YYYY)<br>____月(MM)<br><br><b>to:</b><br>____年 (YYYY)<br>____月(MM) | <b>公司(Company):</b><br><br><b>部門(Department):</b><br><br><b>直屬管轄主管(Supervisor):</b><br><br><b>職稱(Title):</b> |
| <b>職稱(Title):</b>   | <b>職責(Responsibilities):</b><br><br>1.<br>2.<br>3.   |
|   | <b>主要貢獻與成就(Achievements):</b><br><br>1.<br>2.<br>3.  |
|   | <b>離職原因 (Reasons for Leaving)</b><br><br>1.<br>2.<br>3.  |
| <b>From:</b><br>____年(YYYY)   | <b>公司(Company):</b>  |



|   |  |   |
|---|--|---|
| ____月(MM)<br>to:<br>____年 (YYYY)<br>____月(MM) | <b>部門(Department):</b><br><b>直屬管轄主管(Supervisor):</b> | <b>職稱(Title):</b>                                   |
| <b>職稱(Title):</b>                             | <b>職責(Responsibilities):</b>                         |   |
|   | 1.<br>2.<br>3.                                       |   |
|   | <b>主要貢獻與成就(Achievements):</b><br>1.<br>2.<br>3.      |   |
|   |  | <b>離職原因 (Reasons for Leaving)</b><br>1.<br>2.<br>3. |

**薪資(Package Information)**

|                               |   |
|-------------------------------|---|
| 目前基本年薪 (Basic Annual Salary ) | 每年 per year NT\$_____ (月薪 monthly salary X ____ 個月 months, 不含股票及獎金 stock & incentives not included) |
| 目前基本月薪 (Basic Monthly Salary) | 每月 monthly NT\$_____ X ____ 個月 months   |
| 績效獎金 (Incentives)             | ( ) 視公司營運以及個人表現而定 depends on personal and company performance                                       |
|                               | ( ) 其他辦法/請說明 : Others<br>_____<br>_____<br>_____  |
| 股票 (Stock)                    |   |



|                        |  |
|------------------------|--|
| 其他福利 (Other Welfare)   |  |
| 其他津貼 (Other Benefits)  |  |
| 下次調薪時間 (Salary Review) | ( ) 每年固定調薪一次 on a yearly basis<br>( ) 其他 /請說明: Others _____<br>_____ |
| 期望待遇 (Expected Salary) |  |

**推薦人(References)**

| 推薦人姓名<br>Reference Name | 聯絡電話<br>Contact No. | 工作單位<br>Company name | 與應徵者的關係<br>Relationship with the applicant |
|-------------------------|---------------------|----------------------|--|
|                         |                     |                      |  |
|                         |                     |                      |  |
|                         |                     |                      |  |

**可上班日期(Available Date to Start)**

正式通知後 after signing the offer letter: \_\_\_\_天 days

**特別聲明(Acclamation):**

Please be assured that all the above personal information is provided and confirmed by the candidate. Therefore, all the provided private information is considered confidential during and after completing this searching project. We would strictly adhere to keeping your privacy confidential; any reference check for offer of employment would get prior consent from the persons concerned.

所有上述資訊均透過應徵者提供並確認, 因此不論在此次專案進行中與完成後, 應徵者提供之私人資訊均應視為機密. 我們會嚴格遵守以維護您個人隱私與權益, 對任何與任用相關的查證均會透過相關當事人的同意.

**OURS Business Development Manager**