**捷時雅邁科制式履歷表**

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| **基本資料：** | | | | | | | | | | | | | | | | | | | | | | | |
| **應徵途徑** | | | **□朋友介紹 \_\_\_\_\_\_\_\_\_\_\_ □網路\_\_\_\_\_\_\_\_人力銀行 □其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | |
| **姓名（中文）** | | |  | | | | | | **年齡：** （選填） | | | | | | | | | | | | 個  人  照  片 | | |
| **駕照：□汽車　　□機車** | | | | | | | | | | | |
| **永久地址** | | |  | | | | | | | | | | | | | | | | | |
| **目前住址** | | |  | | | | | | | | | | | | | | | | | |
| **聯絡方式** | | | **自宅：** | | | | | | **手機：** | | | | | | | | | | | |
| **E-mail：** | | | | | | | | | | | | | | | | | |
| **希望年薪** | | |  | | | | | | | **應徵工作職缺** | | | | | | | | |  | | | | |
| **親屬關係** | **姓名** | | | | **年齡** | | | **職業** | | **親屬關係** | | | | | **姓名** | | | | **年齡** | | | **職業** | |
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| **緊急連絡人** | | |  | | | | | **關係** | |  | | | | | **緊急連絡電話** | | | |  | | | | |
| **聯絡地址** | | |  | | | | | | | | | | | | | | | | | | | | |
| **教育背景** | | | **學校名稱** | | | | **科系／所別** | | | | **起迄年月日** | | | | | **畢／肄業** | | | | **學位** | | **備註** | |
| **專科學校** | | |  | | | |  | | | |  | | | | |  | | | | 副學士 | |  | |
| **大學院校** | | |  | | | |  | | | |  | | | | |  | | | | 學士 | |  | |
| **研究所** | | |  | | | |  | | | |  | | | | |  | | | | 碩士 | |  | |
|  | | | |  | | | |  | | | | |  | | | | 博士 | |  | |
| **其他** | | |  | | | |  | | | |  | | | | |  | | | |  | |  | |
| **畢業論文（專題）題目** | | |  | | | | | | | | | | | | | | | | | | | | |
| **技能與專長** | | | | | | | | | | | | | | | | | | | | | | | |
| **請填寫您會使用的系統／軟體及技能。**  □Word □Power point □Excel □Outlook □Project　□其他  其他（請詳述之，欄位不足可自行增列）   * 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **註**：所填寫之證書與執照，需提出證明文件。 | | | | | | | | | | | | | | | | | | | | | | | |
| **證書名稱** | | | | | | **取得年月日** | | | | | | **合格級等** | | | | | | **備註** | | | | | |
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| **執照資格** | | | | | | **取得年月日** | | | | | | **種類** | | | | | | **備註** | | | | | |
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| **註**：語文能力之填寫方式，請以下列方式填寫：  流利（等同母語） 、普通（一般使用）、稍微（可以溝通）、困難（努力學習） | | | | | | | | | | | | | | | | | | | | | | | |
| **語文種類** | | **聽** | | | | | **寫** | | | | | | **說** | | | | | | | | **讀** | | |
| **中文** | |  | | | | |  | | | | | |  | | | | | | | |  | | |
| **日文** | |  | | | | |  | | | | | |  | | | | | | | |  | | |
| **英文** | |  | | | | |  | | | | | |  | | | | | | | |  | | |
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| **工作經歷**（請詳細敘述，欄位不足可自行增列。） | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱 | | | |  | | | | | | | | | | 職稱 | | |  | | | | | |
| 國籍 | | | |  | | | | | | | | | | 業種 | | |  | | | | | |
| 起迄年月日 | | | |  | | | | | | | | | | 年薪待遇 | | |  | | | | | |
| 工作內容  （請詳述） | | | |  | | | | | | | | | | | | | | | | | | |
| 工作成就  （請詳述） | | | |  | | | | | | | | | | | | | | | | | | |
| 離職原因 | | | |  | | | | | | | | | | | | | | | | | | |
| 公司名稱 | | | |  | | | | | | | | | | 職稱 | | |  | | | | | |
| 公司國籍 | | | |  | | | | | | | | | | 業種 | | |  | | | | | |
| 起迄年月日 | | | |  | | | | | | | | | | 年薪待遇 | | |  | | | | | |
| 工作內容  （請詳述） | | | |  | | | | | | | | | | | | | | | | | | |
| 工作成就  （請詳述） | | | |  | | | | | | | | | | | | | | | | | | |
| 離職原因 | | | |  | | | | | | | | | | | | | | | | | | |
| **自傳（中文，請詳述）** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **自我紹介（日文／英文）** | | | | | | | | | | | | | | | | | | | | | | | | |
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**推薦者**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓 名 | 聯絡方式 | 服務單位 | 職 銜 | 與應徵者之關係 |
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**個人資料聲明**

本履歷表所收集的個人資料，係本公司為進行人事管理所需，使用於評估應徵者是否適合擔任本公司招募的職位，以及在您獲聘出任該職位時，公司所給付之資格等級與薪金獎酬之參考。如果您同意成為本公司的人才資料庫，本公司將保留您的履歷資料一年，在此期間本公司或關係企業若有招募需求，本公司或許會將你的履歷表轉交關係企業進行評選。

推薦人欄內所填具資料，為本公司用以聯絡相關人士以查核您現在或過去學經歷等資料之正確性與完整性，若您填具此資料，本公司即視為您同意授權所列公司或人員，就本公司所徵詢之人事背景問題，得揭露或提供與您相關之個人資料予本公司。

應徵者應完整填寫履歷中的項目，以利本公司評估是否適合擔任本公司招募之職位。

根據《個人資料保護法》，你有權要求查閱、請求閱覽、製給複本、請求補充改正、停止利用及刪除履歷表上所填報的個人資料。如你欲行使這項權利，請與本公司人事總務課聯絡辦理。請注意當您欲查閱、請求閱覽或製給複本者，本公司或將酌收必要成本費用。