宸璽實業有限公司-面試須知

1. 面試當天須自行攜帶履歷表前往，一律使用(附件一)。
2. 面試當天2分鐘左右自我介紹，請準備妥當。
3. 面試當天如臨時有事請來電告知。
4. 通過招募面試之人員，由本公司管理部負責寄發錄取通知書通知其報到時間。如無前往，務必告知。
5. 有下列情事之一者，不得受僱為本公司員工，其已受僱者，解僱之:

一、犯內亂、外患罪經判決確定，尚未執行完畢者。

二、通緝在案，尚未撤銷者。

三、受有期徒刑之宣告，尚未結案者。

四、吸食、注射毒品或其他代用品而受有期徒刑以上宣告確定者。

五、患有無法勝任工作之精神病或法定傳染病者。

六、曾因虧空公款、貪污贓私、妨害風化等判刑有案者。

七、現役軍、警人員，尚未退（除）役者。

八、外籍勞工未取得合法工作權者。

九、經本公司指定醫師或醫院體格檢查不合格而無法勝任工作者。

十、未滿十五歲者，本公司不予僱用。但國民中學畢業或經主管機關認定其工

作性質及環境無礙其身心健康者，不在此限。

十一、未滿十六歲且未出具其法定代理人同意書及年齡證明文件者。

十二、不具擔任該職務之法定消極資格者。

## 應徵人員基本資料（一般員工）（第1頁）

**附件一**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** | 中文 |  | | | | | | | | | | **出生日期** | | | | 年 月 日 | | | | | | | | | | | | | | **籍 貫** | | | | | | | 省 縣  市 市 | | | | | | | | | | | | 相  片 | | | | | |
| **性別** | | □ 男 □ 女 | | | | | | | | | | **身分證統一編號** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **住所** | |  | | | | | | | | | | | | | | | | | | | | | | | | | TEL： ( ) | | | | | | | | | | | | | | | | | | | | | |
| **居所** | |  | | | | | | | | | | | | | | | | | | | | | | | | | TEL： ( ) | | | | | | | | | | | | | | | | | | | | | |
| **手機** | |  | | | | | | | **交通**  **工具** | | | | | □ 汽車 □ 公車 □ 捷運  □ 機車 □ 其他 | | | | | | | | | | | | | | | | | **車程**  **時間** | | | | |  | | | | | **前科紀錄** | | | | □無  □有,請說明: | | | | | | | | | | |
| E-mail | |  | | | | | | |
| **婚姻**  **狀況** | | 1.□己婚 4.□離婚  2.□未婚 5.□喪偶  3.□分居 | | | | | | **身 材** | | | | | 身高： 公分  體重： 公斤 | | | | | | | | | | | **血 型** | | | | |  | | | **兵 役** | | | □役畢  □未役 | | | | | | | | | **公**  **益** | | | | □義消 □義警 □義工 | | | | | | |
| **直**  **系**  **親**  **屬** | | 稱謂 | | 姓 名 | | | | | | | 出生年月日 | | | | | | | 職業 | | | | | | | | 身分證字號 | | | | | | | | | | | | | 住 所 及 電 話 | | | | | | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| **健康**  **情形** | | □ 健康 □ 領有障礙手冊 (輕度、中度、重度、極重度)□ 領有重大傷病卡 □其他 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □心臟病 □高血壓□糖尿病□肝病□肺結核□椎間盤突出□氣喘□癌症□肺炎□重聽□白血症□憂鬱症 □精神疾病□罹患其他疾病，\_\_\_\_\_\_\_\_\_\_ □吸毒 □抽煙 □酗酒 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □ 懷孕 □ 未懷孕 □ 產後一年內*（*女性應徵者勾選，為避免妊娠中或產後未滿一年之女工從事危險性或有害性之工作，同時造成母體之傷害，請詳實填寫） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **學歷** | | 學校名稱 | | | | | 科 系 | | | | | | | | | | | 畢或肄業 | | | | | | | | | | | | 得獎記錄 | | | | | | | | | | **語文能力** | | | 中文 | | | 說□精 □通 □略 □差  寫□精 □通 □略 □差  聽□精 □通 □略 □差 | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | 台語 | | | 說□精 □通 □略 □差  寫□精 □通 □略 □差  聽□精 □通 □略 □差 | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
| **受訓 課程** | | 課程名稱 | | | | | 舉辦機關 | | | | | | | | | | | 受訓期間 | | | | | | | | | | | | 講師 | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | 英文 | | | 說□精 □通 □略 □差  寫□精 □通 □略 □差  聽□精 □通 □略 □差 | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
| **社團**  **經驗** | | 社團名稱 | | | | | 擔任職務 | | | | | | | | | | | | | | 參加心得體會 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **重**  **要**  **經**  **歷** | | 服務機關或公司 | | | | | 電話 | | | | | | | | 職位 | | | 擔任  作工 | | | | | | | 直屬  主管 | | | | | | | | 任職期間 | | | | | | | | | | | | | | | 離職原因 | | | 薪資 | | 有無證件 | |
|  | | | | |  | | | | | | | |  | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | |  | | |  | |  | |
|  | | | | |  | | | | | | | |  | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | |  | | |  | |  | |
|  | | | | |  | | | | | | | |  | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | |  | | |  | |  | |
|  | | | | |  | | | | | | | |  | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | |  | | |  | |  | |
|  | | | | |  | | | | | | | |  | | |  | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | |  | | |  | |  | |
| **擅長**  **工作** | | 設計 |  | | 製圖 |  | | | | 監工 | | | | | | |  | | 管理 | | |  | | | | | | 外務 | | | | | |  | | | | 推銷 | | | |  | | | | | 廣告 | | |  | | 企劃 | |  | |
| 美術 |  | | 書法 |  | | | | 會計 | | | | | | |  | | 統計 | | | |  | | | | | 稽核 | | | | | |  | | | | 總務 | | | |  | | | | | 文書 | | |  | | 電腦 | |  | |
| 打字 |  | | 貿易 |  | | | | 金融 | | | | | | |  | | 稅務 | | | |  | | | | | 研發 | | | | | |  | | | | 投資 | | | |  | | | | | 行銷 | | |  | | 溝通 | |  | |
| 其他（請自行填寫）： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ※請按擅長之程序分別註(1)(2)(3)……… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

## 應徵人員基本資料（第2頁）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **為何參加面試** |  | | | | | |
| **對工作的看法** |  | | | | | |
| **曾有工作成就** |  | | | | | |
| **重視的福利** | □ 生日禮金。　□ 團體保險。　□ 退休金。　　　□ 購車補助。　□ 眷屬團體保險。  □ 三節節金。　□ 健康檢查。　□ 教育訓練。　　□ 交通車。　　□ 定期調薪。  □ 國內旅遊。　□ 國外旅遊。　□ 定期聚餐。　　□ 伙食補助。　□ 其他： | | | | | |
| **準時上下班** | □義務且是好的習慣　□無所謂　□找理由藉口　□其他 | | | | | |
| **請假** | □事前告知且備妥證明文件　□捏造事由　□隨性而為　□其他 | | | | | |
| **工時調整配合** | □全力配合　□無法配合　□視情況　□其他 | | | | | |
| **加班配合** | □全力配合　□無法配合　□視當時情緒　□其他 | | | | | |
| **出差配合** | □全力配合　□無法配合　□視當時情緒　□其他 | | | | | |
| **平常調動** | □全力配合，增加歷練，培養專長　□無法配合　□視當時情緒　□其他 | | | | | |
| **復職調動** | □全力配合　□堅持原工作原薪　□其他 | | | | | |
| **雇主之公告及規章** | □詳閱，有疑義並詢問 □置之不理 □私下或公開批評抵制 □其他 | | | | | |
| **如何面對自己犯錯** | □虛心檢討並改進　□死不認錯　□一錯再錯　□推諉塞責　□其他 | | | | | |
| **對團隊工作的看法** | □個人英雄主義　□團隊至上　□我行我素　□其他 | | | | | |
| **交待工作或任務** | □全力如期完成　□能拖就拖　□能閃就閃　□其他 | | | | | |
| **效率能力提升** | □主動學習並提升 □維持現狀 □不努力提升 □其他 | | | | | |
| **下班後課程參與** | □主動參加　□不參加　□視需要參加　□其他 | | | | | |
| **工具設備** | □愛惜、善用 □破壞、浪費 □私用 □其他 | | | | | |
| **非因公務上網** | □絕對避免 □節制 □其他 | | | | | |
| **對雇主管理缺失** | □依公司管道主動提供建議　□批評抗爭　□沈默　□其他 | | | | | |
| **旅遊活動** | □主動參加　□不參加　□視需要參加　□其他 | | | | | |
| **喜歡的獎勵方式** | □口頭 □獎章獎牌 □獎金 □給假 □其他 | | | | | |
| **人際關係自評** |  | | | | | |
| **個性上的優缺點** |  | | | | | |
| **面對困難如何解決** |  | | | | | |
| **離職預告及交接** | □依規定先預告且辦妥離職手續　□不告而別　□其他 | | | | | |
| **其他** | 1.您目前是否有積欠債務而遭強制執行中? □是 □否  2.您是否曾經因不法行為遭起訴或判刑? □是 □否 | | | | | |
| **緊急連絡人** | 姓名 |  | TEL：( )  手機: | 姓名 |  | TEL：( )  手機: |

* **本人同意：如經 貴公司錄取通知者，應與 貴公司簽妥書面勞動契約後，始發生勞僱關係。**

**應徵人簽名： 應徵人填載日期： 年 月 日**