

APPLICATION FOR EMPLOYMENT
應聘申請書

Costco 為提供一個機會均等的工作環境，因此於招聘的過程，絕不會因種族、膚色、宗教信仰、性別、年齡、身心不便、性向或其他種種因素而有差別待遇。

Costco Wholesale provides equal opportunity in all areas of employment and does not discriminate against any individual regardless of race, color, religion, sex, sex orientation, age, or disability.

DATE 日期 _____				
NAME (英) _____				
姓名 (中) _____	ID CARD# 身份證字號 _____			
PERMANENT ADDRESS 戶籍地址 郵遞區號 () _____				
CURRENT ADDRESS 現在地址 郵遞區號 () _____				
HOME PHONE NO. 家中電話 () _____	WORK PHONE NO. 公司電話 () _____			
MOBIL PHONE NO. 行動電話 _____	EMAIL 電子郵件 _____			
ARE YOU AGE 18 OR OVER? 你是否滿 18 歲？	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否		
ARE YOU LEGALLY ABLE TO WORK IN THIS COUNTRY? 你是否可合法在本國工作？	<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否		
POSITION OR TYPE OF EMPLOYMENT DESIRED 希望的工作職位或類型 _____				
SALARY DESIRED 希望待遇 _____				
AVAILABLE FOR 可擔任	<input type="checkbox"/> FULL TIME 全職	<input type="checkbox"/> PART TIME 兼職	<input type="checkbox"/> TEMPORARY 臨時雇用	DATE AVAILABLE 可上班日期 _____
HOURS AVAILABLE 可上班小時數 _____	DAYS AVAILABLE 可上班天數 _____			
NAMES OF RELATIVES EMPLOYED BY THIS COMPANY 受雇於這家公司的親戚姓名 _____				
HAVE YOU EVER BEEN EMPLOYED BY OR APPLIED FOR EMPLOYMENT WITH COSTCO? 你是否曾經受雇或應徵過 COSTCO 這家公司？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否				
IF YES, INDICATE LOCATION WHERE EMPLOYED AND DATES OF EMPLOYMENT OR LOCATION 如果是，請註明受雇地點及時間 _____				

INDICATE HOW YOU LEARNED OF THIS OPENING 指出你是如何得知此一徵才機會

☐ OWN ACCORD

出於自動

☐ AGENCY (NAME OF AGENCY)

機構 (機構名稱) _____

☐ EMPLOYEE REFERRAL (NAME OF EMPLOYEE)

員工推薦 (員工姓名) _____

☐ OTHER

其他 _____

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE PAST 7 YEARS OR RELEASED FROM PRISON FOR A FELONY WITHIN THE PAST 7 YEARS? (CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. ALL CIRCUMSTANCES WILL BE CONSIDERED.) 最近 7 年內是否曾因重罪被判刑或過去 7 年內因重罪判刑現已出獄。(被判刑不會妨礙求職機會。所有情況都會列入考慮。)

☐ YES 是 ☐ NO 否 IF YES, PLEASE EXPLAN 如果是，請說明 _____

MILITARY SERVICE

☐ YES

☐ NO

DATES

軍中服役

是

否

服役日期 _____

UNDER WHAT NAMES(S) WILL YOUR SCHOOL OR COLLEGE TRANSCRIPTS BE LISTED?

就讀學校或大專名稱? _____

TYPE OF SCHOOL
學校種類

NAME AND CITY OF
SCHOOL
學校名稱及城市

MAJOR
SUBJECT
主修科目

CIRCLE LAST
YR. ATTENDED
圈選最後就讀年級

GRANDUTED
(GIVE DEGREE)
畢業 (授與學位)

HIGH SCHOOL

高中

1 2 3 4

COLLEGE

大學

1 2 3 4

GRADUATE

SCHOOL

研究所

1 2 3 4

OTHER

其他

1 2 3 4

WHAT MACHINES OR EQUIPMENT CAN YOU OPERATE?

你會使用何種機器或設備?

BUSINESS 商業 _____

INDUSTRIAL 工業 _____

QUALIFICATIONS - EXPERIENCE AND/OR TRAINING

合格能力 - 經驗及有否接受訓練

☐ TYPING 打字 _____

☐ COMPUTER SKILLS 電腦 _____

☐ LANGUAGES 語言 _____

PLEASE LIST YOUR FOUR MOST RECENT EMPLOYERS

請列出你前四任雇主

	PRESENT OR LAST EMPLOYER 現任或前第一任雇主	NEXT TO LAST EMPLOYER 前第二任雇主	SECOND FROM LAST EMPLOYER 前第三任雇主	THIRD FROM LAST EMPLOYER 前第四任雇主
COMPANY NAME 公司名稱				
ADDRESS 地址				
CITY & PROVINCE 都市及省份				
PHONE NO. 電話號碼				
KIND OF WORK 工作種類				
DATE STARTED 開始上班日期				
DATE LEFT 離開公司日期				
WAGE START / LAST 薪資一起薪／離職時				
NAME OF SUPERVISOR 主管姓名				
REASONS FOR LEAVING 離職原因				
REFERENCE NAME 提供職業信用 評估者姓名				
REFERENCE PHONE# 提供職業信用 評估者電話				

PLEASE READ CAREFULLY

注意事項

Read carefully the following statement and agreement before signing the application.

在簽名之前，請仔細閱讀應聘申請書之下列聲明及協議。

1. I certify that the information contained in this application is correct to the best of my knowledge and that any material misrepresentation is grounds for dismissal from the employ of COSTCO Taiwan, or rejection of my application for employment.

我保證本應聘申請書之資料皆正確無誤，而任何資料之錯誤陳述皆可作為 COSTCO Taiwan 公司解聘或應聘申請資料取消之依據。

2. I authorize Costco Wholesale to investigate my references and other information about me, and I authorize my former employers and any other persons or organizations to provide any accurate information they have about my background.

我授權予好市多（股）公司可調查我的職業信用評估或其他任何有關我的資料，我並且授權我的前任雇主們或其他任何人或組織提供我個人正確之身家背景資料給好市多（股）公司。

3. I understand that COSTCO Taiwan policy prohibits an employee under the influence of intoxicants or controlled substances from working, and that testing may be required of an employee reasonably suspected to be under the influence, or who is involved in or who contributed to an accident involving injury or harm to individuals, property or equipment.

我了解 COSTCO Taiwan 公司的政策是禁止員工在工作時服用麻藥、酒或使用違禁品；因此，當員工因上述合理嫌疑而造成傷害意外的發生，或傷及個人、財產、或設備等，必須接受檢驗。

4. I understand and agree that the first ninety (90) days of employment will be considered a probationary period.

我了解並同意開始任聘之前 90 天被視為試用期。

5. Based on Personal Information Protection Act, and relevant laws and acts, Costco President Taiwan Inc., in order to fulfill the purposes of recruiting management and human resources management, will collect, process, and use personal information such as name, date of birth, I.D. card number, contact information, marital status, family, education, occupation, health records and other information which may deem necessary to ascertain your true identity. These information shall be retained and during the interview process and at least within 6 months after the termination of interview process. In addition, due to the necessity of business operations, Costco President Taiwan, IT Services and any related 3rd party vendors contracted with Costco President Taiwan Inc. as well as Costco Wholesale Corporation will possess and use the information above. The stated Information shall be stored as paper based record and by electronic means within Taiwan (R.O.C.) and also countries where IT Services are offered or the location of data center.

好市多股份有限公司（以下簡稱「本公司」）依中華民國（以下簡稱「本國」）相關法令規定，為執行人事行政管理及僱用服務管理的目的，需蒐集、處理或利用您的姓名、出生日期、身分證字號、聯絡方式、婚姻、家庭、教育、職業、健康檢查及其他得以直接或間接識別本人的資料。於應徵期間本公司所蒐集您的個人資料將於您與本公司之應徵期間，及往後 6 個月內被處理或利用。您的個人資料僅會以紙本形式留存於本國境內或以電子檔案留存於本國境內、境外資訊服務所在地區及數據資料處理中心所在地，供本公司、本公司關係機構 Costco Wholesale Corporation 全球服務據點及本公司、資訊服務與其他訂定契約的合作廠商處理或利用。

According to R.O.C. Personal Information Protection Act, when Costco President Taiwan collects, processes, or uses your personal information, you may exercise your rights as below:

(1) enquire and request for review of your personal information. (2) request to make duplications of your personal information. (3) request to supplement or correct your personal information. (4) request to discontinue collection, processing or use of your personal information. (5) request to delete your personal information.

If you would like to exercise your above rights, Costco President Taiwan Human Resources Dept. of Headquarter or Administration Dept. of stores will be accommodate to your request.

本公司保有您的個人資料時，基於本國個人資料保護法之規定，您可以行使以下權利：

(1) 查詢或請求閱覽您的個人資料。(2) 請求複製您的個人資料複製本。(3) 請求補充或更正您的個人資料。(4) 請求停止蒐集、處理或利用您的個人資料。(5) 請求刪除您的個人資料。

如您欲行使上述提及之相關權利，本公司人力資源部或各賣場行政部將負責受理您的請求。

The Personal Information Management Policy is the basis where Costco President Taiwan Inc. collects, processes and use your personal information. Costco President Taiwan Inc. have a comprehensive means to handle your personal information and please rest assure of your confidentiality. Also, based on the statutory requirements of R.O.C. and international personal information protection laws and acts, Costco President Taiwan Inc. will be obligated to comply with these regulations for any outsourcing activities or vendor selection prior to any formal engagement. The companies mentioned above shall also establish and conduct personal information protection mechanism to secure personal information of Costco President Taiwan Inc. employees.

本公司對於蒐集、處理或利用任何之個人資料皆以本公司之個人資料管理政策及管理規範為指導原則，並訂有完善之個人資料保護管理制度，因此您可以安心的將您的個人資料提供予本公司。同時，本公司依據本國相關法規及國際間對於個人資料保護的相關法令、遴選、要求，並規範前項所述之本公司具有合作、委任等關係之第三人或其他訂定契約的合作廠商，必須對於好市多員工之個人資料進行相關保護機制之建立，並具體落實。

Due to any reason, if you fail to provide your personal information to Costco President Taiwan, your rights for applying the job position in Costco President Taiwan might be jeopardized. Furthermore, if Costco President Taiwan cannot obtain sufficient personal information of yours, it might NOT be able to execute your interview process.

I had fully understood the rationale of Costco President Taiwan Inc. and agreed to provide your personal information to Costco President Taiwan Inc. which would be used for legitimate purpose.

若您因故無法提供個人資料予本公司，將會影響您於本公司後續應聘程序，若本公司因無法取得您必要之個人資料，將可能終止您於本公司後續之應聘作業。

我已瞭解本公司蒐集個人資料之目的，並同意將個人資料提供予本公司進行合法利用。

DATE OF SIGNING
簽名日期

SIGNATURE OF APPLICANT
申請人簽名