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| **D:\【1】培訓資料\順豐圖片\SF-LOGO.png**  **PERSONAL DATA RECORD 個人資料表(A)**  STR STRICTLY CONFIDENTIAL (絕密)（請用正楷填寫各項）  **應徵部門: 應徵職位:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名  Name | 中文  Chinese | | | |  | | | | | | | | | | 身分證字號  ID Card Number | | | | | | |  | | | | | | | | | | | | | **二吋**  **相片**  **Photo** | | | | |
| 英文  English | | | |  | | | | | | | | | | 出生日期  Date of Birth | | | | | | | 年 月 日  y. m. d. | | | | | | | | | | | | |
| 通訊方式  Contact Information | 電話  Tel. | | | | 行動電話 住家電話  Mobile Phone Tel. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電子郵件  E-Mail | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 戶籍地址  Permanent Address | | | | | 縣 區 | | | | | | | 里 鄰 | | | | 路 | | | | | | | 段 巷 弄 號 樓 | | | | | | | | | | | | 性別  Sex | | | | □ 男  □ 女 |
| 市 鄉(鎮) | | | | | | | 街 | | | | | | |
| 通訊地址  Present Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 國籍  Nationality | | | |  |
| 兵役狀況  Military Service | | | | | □ 已役  Yes. | | | | | | | □ 未役  No. | | | | | 未服役原因 :  Reason of not entry military | | | | | | | | | | | | | | | | | | 出生地  Place of Birth | | | |  |
| 駕照種類  Driving License | | | | | □小型輕型機車 □普通輕型機車 □普通重型機車 □大型重型機車  □普通小型車 □普通大貨車 □普通大客車 □普通聯結車  □職業小型車 □職業大貨車 □職業大客車 □職業聯結車  有效期至 Date of Expiry (YY/MM/DD)  停牌紀錄 Driving License Suspension □否 No □是 Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 婚姻狀況  Marital Status | | | | □ 單身  □ 已婚 |
| 其他證照及技術專長/ Others Specialized Knowledge / Skills / License | | | | | 職業安全衛生業務主管 □甲種 □乙種 □丙種 □職業安全衛生管理師 □職業安全衛生管理員  □荷重在一公噸以上堆高機操作人員 □操作人員輻射安全訓練證照 □急救人員 □防火管理人  □其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教育程度  Education | | | | 學校名稱  Name of School | | | | | | | | | | 科系/所別  Major Fields | | | | | | | | 起From  ( YYYY年/ MM月) | | | | | | | | 迄To  ( YYYY年/ MM月) | | | | | | | 修業狀況  Degree Received | | |
| 國中  Junior high School | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | □ 畢業 Yes  □ 肄業 No | | |
| 高中  Senior high School | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | □ 畢業 Yes  □ 肄業 No | | |
| 大學 / 專科  University / College | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | □ 畢業 Yes  □ 肄業 No | | |
| 研究所  Graduate School | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | □ 畢業 Yes  □ 肄業 No | | |
| 其他  Others | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | □ 畢業 Yes  □ 肄業 No | | |
| **工作經驗 Work Experience（請從最近任職的機關開始填寫）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱  Company | | | | | | 職稱  Job Title | | | | | 工作內容  Job Description | | | | | | | | | | 工作期間(年/月~年/月)  Period (YYYY/MM~ YYYY/MM) | | | | | | | | | | 薪資待遇  Base Salary | | | | | 離職原因  Resignation Reason | | | |
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| 作業系統  Operating System | | |  | | | | | | | | | | | | | | | | | 語言  Language | | | | | 聽  Listening | | | | 說  Speaking | | | | | 讀  Reading | | | | 寫  Writing | |
| 英文  English | | | | |  | | | |  | | | | |  | | | |  | |
| 程式語言/網頁技術  Computer Language/  Web Building Skill | | |  | | | | | | | | | | | | | | | | | 日文  Japanese | | | | |  | | | |  | | | | |  | | | |  | |
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| 受訓課程 | | | | | | | | | | | | | 期間( YYYY年/ MM月) | | | | | | | | | | | | | | 主辦單位及其他備註 | | | | | | | | | | | | |
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| **家庭狀況Family Members** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 稱謂 | 姓名 | | | | | | 年齡 | | 服務機關或就讀學校 | | | | | | | | | | 稱謂 | | | | | 姓名 | | | | 年齡 | | | | | 服務機關或就讀學校 | | | | | | |
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| **推薦人資料 Reference （請提供二位可諮詢之人士並取得同意）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 關係  Relationship | | 姓名  Name | | | | | | | | 服務單位  Employer | | | | | | | | 職稱  Job Title | | | | | | | | 聯絡電話  Mobile Phone | | | | | | | | | | | | | |
|  | |  | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
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| 客觀的評估自己的性格， (1)哪些方面自認是優點？ (2)哪些方面自認是缺點？(3) 待人、處事原則?  (1)  (2)  (3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 針對您目前所應徵的工作，您期望的工作內容為何？希望得到哪些進步或學習機會? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 對整體的公司文化、環境、福利、制度等方面，您重視哪些因素？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 您是透過何種管道來應徵？ How did you hear about this job?  人力銀行HR website□ 104 □ 1111 □ 其他 □徵才博覽會Recruit Event □人力仲介Hunter  □員工推薦Referral，姓名Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 現於本公司服務的親人或朋友 Relatives or friends employed by SF Express.  □無 □有 姓名Name： 任職單位Department : 關係Relationship： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 過去是否曾任職於順豐速運? Have you ever worked for SF Express?  □無 □有 任職部門dept. 職稱Job Title： 任職期間Period： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請問您是否有領過殘障手冊？ Do you have any physical limitations?  □否No □是Yes　類別Description： 等級Level：□極重度Extreme □重度Severe □中度Moderate □輕度Slight | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 過去三年內您是否曾有慢性疾病、重大傷病、開刀住院或特殊疾病(含身體、精神方面如燥鬱、癲癇、糖尿病等)或住院？  During the past three years, have you ever been admitted to in a hospital? □否 □是，原因If yes, state the reason: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 期望待遇  Expected salary | | | | | | | |  | | | | | | | | | | | 預計報到日  Date for availability | | | | | | | | | | | | |  | | | | | | | |

本人所填上列各項均屬事實，若有不實或虛構，願接受取消錄取資格或受僱後解僱之處分：

I certify that the information contained in this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal in accordance with SF-Express policy.

應徵人簽名： 應徵日期：　 年 　 月 日

Signature: Date: y. m. d.

**台灣順豐速運股份有限公司 應徵者個人資料蒐集聲明**

**特定目的**

基於本公司人力資源規劃之徵才需要，為人事行政管理**【**屬個人資料保護法特定目的項目代號002**】**。

**蒐集項目**

依履歷表上所載應徵者之個人相關資料欄位(含應徵者之姓名、性別、出生年月日、血型、身分證統一編號、婚姻狀況、現居地址、戶籍地址、電子信箱、聯絡電話、教育程度、經歷、語言能力、電腦技能、自傳、期望待遇、是否有親屬任職於本公司)及本公司人才資料庫暫存作業需要，並就委任或僱傭關係決定等後續處理，為通知或契約關係之要約或承諾等作業項目為蒐集。

**使用範圍**

除依據個人資料保護法及相關法令另有規定，或屬應徵者可公開蒐集資料，或應徵者前曾提供特定第三人【如政府機構就業網站或人力銀行網站等】蒐集外，應徵者個人資料僅供本公司內部傳輸、使用與法令規定為處理、利用。

**使用期間**

應徵者個人資料自本公司蒐集日起保存一年，逾左列保存期限期後之翌年年底，本公司即停止處理、利用或刪除之。惟相關法令，另有保存期限規定者，從其之。

**未完整及確實揭露時**

本公司申請表上所有填載項目都是應揭露事項，應徵者若未完整及確實填寫，可能會造成本公司無法辨識應徵者身分及通知招募相關資訊，或無法評估是否符合本公司招募條件等。

**查閱、請求複製本、更正資料、要求停止處理利用或刪除**

除依據個人資料保護法及相關法令另有規定外，若您需要執行以上權利，請致電：

本公司人力資源部(02-6608-0066)辦理。

**立書人明確認知上述聲明規定，同意上開個人資料之特定目的、蒐集項目、使用範圍、使用期間、未完整及確實揭露時，以及查閱、請求複製本、更正資料、要求停止處理利用或刪除之相關要求，並依個人資料保護法及相關法令規定，與本公司『應徵者個人資料蒐集聲明』辦理。**

**此致**

**台灣順豐速運股份有限公司**

**立 書 人 姓 名：**

(簽名或經電腦登錄點擊發送本公司即屬同意)

**身分證統一編號：**

**簽訂日期：中 華 民 國 年 月 日**