## XEMA 應徵人員基本資料

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| **姓名** | 中文 |  | | | | | | | | | | | | | | **出生日期** | | | | | 年 月 日 | | | | | | | | | | | | | | | | | **籍 貫** | | | | | | 省 縣  市 市 | | | | | | | | | | | | | | 相  片 | | | | | | | | | | | | |
| 英文 |  | | | | | | | | | | | | | | **到職日期** | | | | | 年 月 日 | | | | | | | | | | | | | | | | |
| **性別** | | □ 男 □ 女 | | | | | | | | | | | | | | **身分證統一編號** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **戶籍** | | 縣　　　鄉　　　路  　　　　　　　　　　　　 段 巷 弄 號 樓  　　　市　　　鎮　　　街 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TEL: ( ) | | | | | | | | | | | | | | | | | | | | | | | |
| **住址** | | 縣　　　鄉　　　路  　　　　　　　　　　　　 段 巷 弄 號 樓  　　　市　　　鎮　　　街 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | TEL: ( ) | | | | | | | | | | | | | | | | | | | | | | | |
| **手機** | |  | | | | | | | | | | | **交通**  **工具** | | | | | □ 汽車 □ 公車  □ 機車 □ 其他 | | | | | | | | | | | | | | | | | | | **希望待遇** | | | | | |  | | | | | | | | | | | | | | | | **前科紀錄** | | | | □無  □有, | | | | | | | |
| E-mail | |  | | | | | | | | | | |
| **汽機**  **駕照** | | 機車□執照號碼 自用汽□執照號碼 大汽□執照號碼 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **婚姻**  **狀況** | | 1.□己婚 3.□離婚  2.□未婚 4.□喪偶 | | | | | | | | | **身 材** | | | | | | 身高: 公分  體重: 公斤 | | | | | | | | | | | | | | **血 型** | | | | |  | | | | **兵 役** | | | | | | □役畢  □未役 | | | | | | **兵 籍** | | | | 退伍 日期 | | | | | | 軍中 階級 | | | | | | 退伍 字號 | | |
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| **直**  **系**  **親**  **屬** | | 稱謂 | | | | | 姓 名 | | | | | | | | 出生年月日 | | | | | | | | | 職業 | | | | | | | | |  | | | | | | | | | | | | | | | 住 所 | | | | | | | | | | | | | | | | | | | | | | |
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| **健康**  **情形** | | 職業傷害 | | | | | 職業病 | | | 普通傷害 | | | | | | | | | 普通疾病 | | | | | | | | 無 | | | | **勞 保** | | 投保日期 | | | | | | | | | | | | 退保日期 | | | | | | | | **健 保** | | | | 投保日期 | | | | | | | | | 退保日期 | | | | |
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| **最高 學歷** | | 學校名稱 | | | | | | | | 科 系 | | | | | | | | | | | | | 在校期間 | | | | | | | | | | | | | | | 畢或肄業 | | | | | | | | | | | **語文能力** | | 中文 | | | 說□精  寫□精  聽□精 | | | | | | | 說□通  寫□通  聽□通 | | | | | | 說□略  寫□略  聽□略 | | | |
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| **受訓 課程** | | 訓練科目 | | | | | | | | 訓練機關 | | | | | | | | | | | | | 受訓期間 | | | | | | | | | | | | | | | 老師 | | | | | | | | | | | 台語 | | | 說□精  寫□精  聽□精 | | | | | | | 說□通  寫□通  聽□通 | | | | | | 說□略  寫□略  聽□略 | | | |
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| **重**  **要**  **經**  **歷** | | 服 務 機 關 | | | | | | | | 地點 | | | | | | | | | | 職位 | | | | | | 擔任  作工 | | | | | | 公司  性質 | | | | | | | | | 任職期間 | | | | | | | | | | | | | | | 離職原因 | | | | | | | | 薪給 | | | | | 有無證件 | |
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| **緊急聯絡人** | | | | 姓名  (1) |  | | | | | | | TEL:( ) | | | | | | | | | | | | | | | | | | | | | | 姓名  (2) | | | | |  | | | | | | | | | | | | | | | TEL:( ) | | | | | | | | | | | | | | | | |
| 地址 | | | | | | | | | | | | | | | | | | | | | | 地址 | | | | | | | | | | | | | | | | |
| **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）： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ※按擅長之程序分別註(1)(2)(3)……… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**應徵人簽名： 應徵人填載日期： 年 月 日**