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| **最適化顧問有限公司**  **履歷表** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | |  | | | | | |  | | | | | | **應徵者照片 Picture** | | | |
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| No: HR-YYYY-MM-DD-XXX (應徵者免填) | | | | | | | | | |  | | | | | |  | | | | | |
| **應徵工作類別 / 名稱：** | | | |  | | | | | | **應徵日期：** | | | | | |  | | | | | |
| **中文名字 Chinese name** | | | | | | **英文名字English Name** | | | | | | | **身份證字號 ID No.** | | | | | | | | | | **出生日期Birthday** | | |
|  | | | | | |  | | | | | | |  | | | | | | | | | |  | | |
| **性別 Gender** | | | | | | **血型 Blood type** | | | | | | | **身高 Height** | | | | | | | | | | **體重 Weight** | | |
| □ 男M □ 女F | | | | | |  | | | | | | | 公分cm | | | | | | | | | | 公斤Kg | | |
| **出生地 Place of birth** | | | | | | **國籍Nationality** | | | | | | | **婚姻狀況 Marriage** | | | | | | | | | | **是否領有殘障手冊 Handicapped** | | |
|  | | | | | |  | | | | | | | □ 未婚N □ 已婚Y | | | | | | | | | | □ 否N  □ 有Y, 號碼No. | | |
| **戶籍地址 Permanent Add.** | | | | | | □ 錄用後通知單寄送地  Mail Add. Of Offer Letter Issued | | | | | | | **通訊地址 Mailing Add.** | | | | | | | | | | □ 錄用後通知單寄送地  Mail Add. Of Offer Letter Issued | | |
|  | | | | | | | | | | | | | □ 同左； | | | | | | | | | | | | |
| **聯絡方式 Contact Methods** | | | | | | | | | | | | | **兵役狀況 (女性免填) Military service (Male only)** | | | | | | | | | | | | |
| 住家電話 Phone (H)：  行動電話 Phone (M)：  電子郵件 E-mail： | | | | | | | | | | | | | □ 役畢：　軍種：□ 陸軍 □ 海軍 □ 空軍 □ 替代役  　 期間 (西元) 年 月 ~ 年 月  □ 免役：　原因 Reason： | | | | | | | | | | | | |
| **教育程度** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 程度  Education | 學校  School | | | | | | 科系  Major Subject | | | 自From  (西元) | | | | 至 To  (西元) | | | | 結業狀況  Graduation | | | 論文專題  Essay | | | | |
| 年  YYYY | | 月  MM | | 年  YYYY | 月  MM | | | 畢業  Y | 肄業  N | |
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| **語文能力 Language**  (1. 精通 FLUENT 2. 良好 GOOD 3. 普通 OK 4. 略懂 POOR) | | | | | | | | | | | | | **證照/ 專利**  **Certification/ Patent** | | | | | | | | | | | | |
| 語言  Language | | | 聽  Listening | | 說  Speaking | | | 讀  Reading | | | 寫  Writing | | 證照 Cert.：  專利 Patent： | | | | | | | | | | | | |
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| **家庭狀況 Family Information** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名  Name | | 關係 Relationship | | | | 年齡  Age | | | 職業 Occupation | | | | 姓名  Name | | | | 關係 Relationship | | | | | | 年齡  Age | | 職業 Occupation |
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| 緊急聯絡人  Emergency Contact Person | | | | | |  | | | | | | | 聯絡電話  Contact Number | | | | | | | | | |  | | |
| **工作經驗 Employment History** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 服務公司 Corp. | 部門  Dept. | | | | | | 職稱  Title | | | 服務期間 Period | | | | | | | | 年資 Length | | 待遇 Salary | | | | 離職原因  Reason | |
| 自(From) | | | | 至(To) | | | |
| 年  YYYY | | 月  MM | | 年  YYYY | 月  MM | | |
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| **背景資料** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 請問如職務上有需要，您是否願意派駐海外 Do you accept expatriation if necessary？   □ 否N □ 是Y | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 請問可接受出差的上限時間 How long can you accept to be a business trip？   月M or 周W | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 若有需要你是否願意加班 Are you willing to work overtime if necessary？   □ 否N □ 是Y | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 過去三年您是否曾有重大傷病(含精神方面)或住院 Have you ever been admitted to in a hospital during the past three years？   □ 否N □ 是Y，說明 description： | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 請問您目前是否懷孕Are you pregnant？ (男性免填Female only)   □ 否N □ 是Y，預產期 estimated date of childbirth： | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 您是否曾有國內外之犯罪記錄(含扣押、偵訊、通緝) Have you ever been arrested or interrogated by a law enforcement agency before？   □ 否N □ 是Y，說明 description： | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 您是否已向目前之任職公司提出離職申請Have you resigned from your present job？   □ 否N □ 是Y | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 請問您是否同意敝公司對於您提供之前服務單位主管進行相關徵詢？ If you agree, please provide 2 contacts for reference check.   □ 否N □ 是Y 請填以下聯絡資料 | | | | | | | | | | | | | | | | | | | | | | | | | |
| **前服務單位主管資料 Former Supervisor 或or**  **熟悉您的品德及才能的師長或主管 Familiar to applicant can be consulted.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司/ 部門 Corp./ Dept. | | | | | | 姓名 Name | | | | | | | 職稱 Title | | | | | | | | | | 聯絡方式 Contact Method | | |
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| **您的優缺點 What are your advantages and weakness?** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 優點Advantages： | | | | | | | | | | | | | | | | | | | | | | | | | |
| 缺點Weakness： | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作描述 Job Description & Responsibility / 重要事蹟 Important Story** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **自傳 Autobiography** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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份。  I hereby confirm that all of the details given above are correct, if anything that's not real or fictitious, I am willing to accept cancellation of my employment or acceptance according to Adaptive Consulting’s policy.  　　　　　　　　　 簽名Signature： 日期Date： | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | 期望薪資待遇  Salary expectations | | | | | | | | | |  | | |

錄用紀錄表：(應徵者免填)

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| 員工編號 |  | 報到日期 |  |
| 部門代號 |  | 職稱 |  |