人事資料表

(總公司及區襄以上職級專用)

※以上欄位由人力資源人員填寫

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 員工編號 |  | 職 稱 |  | 到職日期 |  |
| 部 門 |  | 職等職級 | 等 級 | 加保日期 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 中文  姓名 | | |  | | | | | | | | | 英文  名字 | |  | | | | | | | | | | | | | | | | | | | | | | | | | 相片 | | | | | | |
| 身份證字號 | | |  | | | | | | | | | 出生地 | |  | | | | | | | 國籍 | | | | | | | | |  | | | | | | | | |
| 性別 | | | □ 男 | | | | □ 女 | | | | | 出生  日期 | |  | | | 年 | |  | | 月 | | | | |  | | | 日 | | | | 歲 | | | | | |
| 身高  體重 | | | cm | | | | kg | | | | | Email | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 戶籍  地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 通訊  地址 | | | □同戶籍地址 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 駕照 | | | □ 機車 | | | □ 汽車 | | | | | | 電話 | | 戶籍 | |  | | | | | | | | 住家 | | | |  | | | | | | | | | 手機 | | | | |  | | | |
| 血型  星座 | | | 型 | | | 座 | | | | | | 婚姻狀況  兵役狀況 | | | | □ 未婚 □ 已婚 □ 離婚 □ 分居 □ 小孩 人  □ 役畢 □ 待役 □ 免役:\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教 育 程 度 ( 高中/職、專科、大學、研究所 在職進修 )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 學校 | | | | | | | | | 主 修 科 系 | | | | 社團 | | | | | | | 自 | | | | | | | | | | | 至 | | | | | | | | | 日間部  夜間部 | | | | 畢/肄業  就學中 | |
| 年 | | | | | | | 月 | | | | 年 | | | | | 月 | | | |
|  | | | | | | | | |  | | | |  | | | | | | |  | | | | | | |  | | | |  | | | | |  | | | |  | | | |  | |
|  | | | | | | | | |  | | | |  | | | | | | |  | | | | | | |  | | | |  | | | | |  | | | |  | | | |  | |
| **工 作 經 驗 (請由近到遠列出工作詳情)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起迄時間 | | | | 公 司 名 稱 | | | | | | | | | | | | | 職 稱 | | | | | 薪 資 | | | | | | | | | | | | 年資 | | | | | | 離 職 原 因 | | | | | |
| 年 月  年 月 | | | |  | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | | | |
| 年 月  年 月 | | | |  | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | | | |
| 年 月  年 月 | | | |  | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | | | |
| 年 月  年 月 | | | |  | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | | | |
| **語 文 能 力** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 英文 | | □ 優 | | | □ 良 | | | | | | □ 平 | | | □ 略 | | | | 台語 | | | | | | | □ 優 | | | | | | | □ 良 | | | | | | □ 平 | | | | | □ 略 | | |
| 日文 | | □ 優 | | | □ 良 | | | | | | □ 平 | | | □ 略 | | | |  | | | | | | | □ 優 | | | | | | | □ 良 | | | | | | □ 平 | | | | | □ 略 | | |
| **其 它 事 項** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 專業  證照 |  | | | | | | | | | | | | | | | | | | 所受  訓練 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 其他  技能 |  | | | | | | | | | | | | | | | | | | 電腦技能 | | | □ Word □ Excel □ Power Point  □ Outlook □其他： | | | | | | | | | | | | | | | | | | | | | | | |
| 健康  狀況 | □ 正常  □ 目前或曾罹患慢性疾病，請詳述：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿\_＿＿＿＿＿  □ 曾罹患重大傷病，請詳述：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿\_＿  □ 請詳述上述傷病目前治療之狀況，請詳述：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **家 庭 狀 況**  **( 父母、兄弟姊妹、配偶、子女 )** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 關係 | 姓名 | | | | | | | 年齡 | | 職業 | | | | | 同住否 | | | 關係 | | | | | 姓名 | | | | | | | | | | | | 年齡 | | | | | | 職業 | | | | 同住否 |
|  |  | | | | | | |  | |  | | | | |  | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | |  |
|  |  | | | | | | |  | |  | | | | |  | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | |  |
|  |  | | | | | | |  | |  | | | | |  | | |  | | | | |  | | | | | | | | | | | |  | | | | | |  | | | |  |
| 緊急  聯絡人 | (1) 姓名： 關係： 電話：(家) (手機) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) 姓名： 關係： 電話：(家) (手機) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **職場福利制度（請選出最在意的五點，以 1、2、3、4、5 標示優先順序）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 薪資制度 公司福利 公司制度 教育訓練 休假制度  獎勵制度 公司前景 交通便利 晉升管道 上班時間  同仁相處 主管領導 專業學習 工作成就感 其他 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1.您曾任職於CoCo 嗎？ □沒有 □有，單位：＿＿＿＿／離職日期與原因：＿＿＿＿＿＿＿＿\_

2.您可以配合公司加班嗎？ □可完全配合 □視情況配合 □勉強可以配合 □無法配合

3.您同意接受外派嗎? □不同意 □同意，希望外派期間\_\_\_\_\_\_\_\_\_以內，希望外派地點＿＿＿＿＿

4.您是否有被資遣的紀錄？□否 □是，如有者請詳述之＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

5.是否曾有犯法記錄或正受有判刑通告，尚未結案？□否 □是，如有者請詳述之＿＿＿＿＿＿＿＿

6.請問您是透過何種管道得知此職缺? □104人力銀行 □1111人力銀行 □Yes123求職網 □其他\_\_\_\_\_\_\_

|  |
| --- |
|  |