



Motors

PRIVATE & CONFIDENTIAL (密)

工作申請書 (APPLICATION FORM)

注意事項：請儘量詳細填寫以下問題以利評選之參考，但您可選擇是否回答下列所有問題，回答與否將不影響您對本工作的申請。惟任何不實之資料，將導致不考慮錄用或導致取消錄用資格。

IMPORTANT: Applicants are requested to study all questions carefully and to answer as many questions fully as possible to help us better consider your suitability for employment. However, applicants may decide whether to answer all questions and the application will not be affected by not answering certain questions. An incorrect answer could lead to the withdrawal of an offer of employment.

個人基本資料 (Personal Particulars)					
* 英文名字建議填寫慣用名字或護照譯音					
應徵職務 Job Applied for				希望待遇(NT\$) Expected Salary	
姓名 Name	中文 Chinese		生日 Birthday	西元 年 月 日 yyyy/mm/dd	
	英文* English		性別 Gender	<input type="checkbox"/> 男性 Male <input type="checkbox"/> 女性 Female	
身分證字號 I.D. No.				國籍 Nationality	
通訊地址 Present Address		郵遞區號(Zip Code) :		電話 Phone ()	
戶籍地址 Permanent Address		郵遞區號(Zip Code) : <input type="checkbox"/> 同通訊地址		電話 Phone () <input type="checkbox"/> 同上	
電子郵件信箱 E-mail Address				行動電話 Mobile	
兵役狀況 Military Service		<input type="checkbox"/> 役畢 Yes (From 西元 年 月 To 西元 年 月) <input type="checkbox"/> 待役 Waiting <input type="checkbox"/> 免役 No, 原因 Reason :			
預告離職時間 (Notice Period)					
Notice Period (i.e. weeks):					
Notice Period (i.e. after this date):					
語言能力 (Languages)					
1:不會; 5 精通 Please rate your proficiency from 1 – Worst to 5 – Best		聽 (Listening)	說 (Speaking)	讀 (Reading)	寫 (Writing)
英文 English					
其他 Other: _____					
其他 Other: _____					
方言 Dialects		1. _____ 2. _____ 3. _____			



Motors

PRIVATE & CONFIDENTIAL (密)

電腦及其他技能 (PC Knowledge & Other Skills)						
1:不會;5 精通 Please rate your proficiency from 1 – Worst to 5 – Best	Microsoft Office (Word, Excel, PowerPoint)	Microsoft Outlook	中打 Chinese Typing	英打 English Typing		
電腦相關技能 (PC Skills)			字/分	字/分		
	其他電腦相關應用軟體/技能：(Proficient in Other Software)					
專業證照 Professional License	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes, _____					
駕照 Driver's License	<input type="checkbox"/> 普通小型車 Car <input type="checkbox"/> 普通機車 Motorcycle <input type="checkbox"/> 其他 Others, _____					
所受之職業訓練及特殊專長 (Special training and specialized knowledge/ability)						
教育程度 (Education Details)						
學歷 Grade	學校名稱 School Name	期間 Period		所學科系 Major subject	學位/證書 Degree/Diploma	修業狀況 Status
		起 From	迄 To			
研究所 Graduate School		/	/			<input type="checkbox"/> 畢業 <input type="checkbox"/> 休學 <input type="checkbox"/> 肄業
大學/專科 University/College		/	/			<input type="checkbox"/> 畢業 <input type="checkbox"/> 休學 <input type="checkbox"/> 肄業
高中/高職 High School	/	/	/			<input type="checkbox"/> 畢業 <input type="checkbox"/> 休學 <input type="checkbox"/> 肄業
其他 Others		/	/			<input type="checkbox"/> 畢業 <input type="checkbox"/> 休學 <input type="checkbox"/> 肄業
專業資格證照 (Professional Qualification)						
請填寫您所取得的重要證照, 如註冊會計師, 英國特許秘書及管理員, 微軟認證專家, Sun 認證 Java 程序員等。 Please fill in the important certification(s) that you have obtained and the year they were obtained (i.e. Certified Public Accountant, Chartered Secretary & Administrator, Microsoft Certified Professional, Sun Certified Java Programmer etc.)						
證照名稱 Certification Name	發照機構 Professional Board	證照號碼 Certificate Number		發照日期 Issue Date		



Motors

PRIVATE & CONFIDENTIAL (密)

工作經驗 (Working Experience)

目前及過去之詳細受雇工作情形，請由最近服務的公司開始填寫。若錄取，需提供於最近服務公司在職之最後月份薪資單，供本公司參考。

Detailed career in reverse order starting with current position. When selected for appointment, the latest full month pay slip of the most recent job needs to be provided.

工作期間 (從年/月至年/月) Period (Fr yy/mm to yy/mm)	公司名稱/產業別 Corp's Name / Industry	團隊規模 Team Size	直屬主管姓名/職稱 Supervisor's Name / Job Title	職位 Position held	工作內容 Job Responsibilities	薪資(台幣/元) Salary (NT\$)		離職原因 Reasons for change
						底薪/月 Base Salary / Mth.	年薪 Annual Salary	
/ ~ /	公司: 產業:		姓名: 職稱:					
/ ~ /	公司: 產業:		姓名: 職稱:					
/ ~ /	公司: 產業:		姓名: 職稱:					
/ ~ /	公司: 產業:		姓名: 職稱:					
/ ~ /	公司: 產業:		姓名: 職稱:					



Motors

PRIVATE & CONFIDENTIAL (密)

其他資料 (Other Information)

從何處得知本公司? Where did you hear about us?	<input type="checkbox"/> 員工介紹 Employee Referral (請於下列欄位註名員工姓名/電話/員編) <input type="checkbox"/> 親朋好友 Friends & Family (請回答下列問題) <input type="checkbox"/> 網路人力銀行: <input type="radio"/> 104 <input type="radio"/> 1111 <input type="radio"/> Other: _____ <input type="checkbox"/> 公司官網 Corporate Career Website <input type="checkbox"/> 其他 Other, please specify: _____
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員工介紹 Staff Referral	員工姓名 Name	員工電話 Referral Contact No	員工員編 (如果知道) Employee ID No (if known)

是否有親屬在本公司任職? Do you have relatives/ friends currently employed by SDKT? If yes, please give details.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes, (姓名: _____; 關係: _____)
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過去是否曾在本公司服務? Have you ever been employed by SDKT?	<input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes
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是否有參加職業社團? Membership of professional bodies?	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes, 職業社團名稱: _____
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員工就業信用徵信調查: 推薦主管資訊 (Referees For Reference Check)

請提供最近前公司直屬主管聯絡方式。
Please provide 2 reference's contact information from your previous employment that were your direct supervisors.

推薦主管姓名 Referee's Name	任職公司 Name of Company	任職職位名稱 Job Title	聯絡電話 Telephone.	關係 Relationship

宣言聲明 (Statement of Declaration)

A. ******本人謹此聲明，此表格提供的一切資料和信息，並在文件附後（如果有的話）是真實和準確的在各個方面。我沒有故意隱瞞任何事實或作出任何虛假的聲明或失實的任何信息。在我成功就業與集團內任何公司的情況下，我明白，如果我所提供的信息這裡被發現為虛假或不準確的，我可能會遭受嚴重的紀律處分。

I declare that all particulars and information provided by me in this form and the documents attached hereto (if any) are true and accurate in every respect. I have not willfully suppressed any material fact or made any false declaration or misrepresented any information. In the event I am successful in securing employment with any company within the Group, I understand that if the information provided by me herein is found to be false or inaccurate, I may be liable to severe disciplinary action.

B. ******此外不論是否錄用，本人同意 貴公司可將本申請書內資訊留存建檔；並同意此申請書內所列個人資料得由貴公司提供其本國或國外關係企業於徵才時參考使用。本人聲明 貴公司已告知本人依個人資料保護法第 3 條規定得行使之權利及方式：『1. 得向本公司查詢、請求閱覽或請求製給複製本，而本公司依法得酌收必要成本費用。2. 得向本公司請求補充或更正，惟依法台端應為適當之釋明。3. 得向本公司請求停止蒐集、處理或利用及請求刪除，惟依法本公司因執行業務所必須者，得不依台端請求為之』。本人充分瞭解告知上列事項所載內容，茲此同意及授權 貴公司依「個人資料蒐集、處理、利用告知事項」所載者，於符合個人資料保護相關法令之範圍內，為本人個人資料之蒐集、處理、利用。



Motors

PRIVATE & CONFIDENTIAL (密)

In addition, whether I obtain an offer or not, I agree that my personal data and information contained hereof can be filed in the database of your company and provided to the local or overseas affiliates or subsidiaries of your company for recruitment purpose. I also warrant that your company has informed me of the rights and measures for exercising the right under Article 3 of Personal Data Protection Act : 『1. I can ask for checking, overview or a copy of my personal data from the company with a necessary cost, 2. With appropriate explanation required by the laws, I can ask the company to make a supplement or correction of my personal data, 3. I can ask the company to stop collecting, handling or using my personal data and ask to delete my personal data from the company; but if according to the relevant laws, my personal data is required for the company to conduct its business, the company has the right to decline the request』. I fully understand the subject items, hereby to agree and authorize the company handling my data under the Article 3 of Personal Data Protection Act.

- C. ******本人同意並授權 貴公司可逕行聯絡本人前服務公司或經由徵信社查詢有關本人以前工作之資料。貴公司進行調查的資料包括但不限於學歷、工作經歷、現在的/以前的聘僱、工作表現、及過往就業過程中的行為和態度的性質和持續時間。

I have no objection to your approaching my previous employers or to use the services of a credit agency to check my past records of employment. I have obtained their consent to be my referees. The Company contacts the individuals listed above for reference checks and I consent to the Company conducting the necessary inquiries to verify my education, work history, as well as any other information deemed necessary to determine my suitability for the available positions, including but not limited to, the nature and duration of my current/past employment, my work performance, as well as my conduct and attitude during such employment. By submitting the personal information of the referees herein, I declare that the said individuals are aware that they have been nominated as referees for the purposes expressed above and they have accordingly expressed their consent to disclose their personal information herein.

- D. ******本人同意如獲聘任，將接受公司安排例行職前身體檢查，並同意檢驗醫院直接將本人體檢報告送予 貴公司留存，而資料只供公司防止傳染病傳播之用。

I agree to receive the regular pre-employment medical examination when I am considered for employment and also authorize the clinic conducting such examination to send my medical report directly to the company. This report is only using in preventing the spread of infectious diseases.

- E. 本人一經錄用，絕對遵守公司規定之各項章程及規則。

I undertake, if selected, to abide by the regulations of the company.

(註)上述有“**”備註之重點，請詳閱並簽名確認。

員工本人簽署 SIGNATURE OF APPLICANT

西元_____/_____/_____

日期 DATE

人力資源部使用(HR Use Only)

員工編號 Staff ID Code		部門代號 Dept. Code	
工作地點 Location		到職日期 Date of Joining	
HR 經辦人員確認簽署 (SDKT HR Signature) :		(Date: _____)	