LonTrend Corporation

# Personnel Information Form

人事資料表

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|  **LonTrend Use Only**龍創內部填寫 | **Payroll No.** |  | **Dept.** |  | **Date Employed** |  |  |  |
| **Yr.** | **M.** | **Date.** |
| \* Please fill out the form in English or Chinese 請使用英文或中文填寫此資料表 |
| **Job Applied For**申請職務 | **1.**  | **2** |
| A. GENERAL INFORMATION 個人基本資料 |
| **Name**姓名 | **Chinese**中文 |  | Nationality國籍 | □ **R.O.C** 中華民國 | Photo照片 |
| **English**英文 |  | □  |
| **Birth Date**出生日期 |  **yyyy/mm/dd**西元年/月/日 | Birth Place出生地 |  |
| **Blood Type**血型 | □ **A** □ **B** □ **O** □ **AB** □ **RH** | Gender性別 | **Male**男 □ **Female**女 □ |
| **I.D. No.**身分證字號 |  |  |  |  |  |  |  |  |  |  | **Marital Status**婚姻 |  **Single**未婚 □ **Married**已婚□ |
| Present Address通訊地址 | □□□ | **Tel ( )** |
| **Permanent Address**戶籍地址 | □□□ | **Tel ( )** |
| E-mail Address電子郵件 |  | Cell Phone行動電話 |  |
| **Military Service**兵役狀況 | Service軍種 |  | **Rank**軍階 |  | **Status**狀況 |  | **Period**期間 | From起 Yr.年 M月 To迄 Yr.年 M月 |
| **Certificate No.**退伍令字號 |  | **Reason of Exemption & Certificate No.**免役原因及證明字號 |  |
|  |
| B. EDUCATION & PERSONAL INTEREST (insert row as needed) 教育與個人興趣 (請依需要自行增加列) |
| **Grade**階段 | **Name of School**學校名稱 | **Location**地點 | **From**起 | **To**迄 | **Major**科系 | **Graduated**是否畢業 | Degree學位 | Type日/夜間部 |
| **M**月 | **Yr.**年 | **M.** 月 | **Yr.**年 | **Yes** | **No** |
| High School 高中(職) |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **J. College**專科 |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **University**大學 |  |  |  |  |  |  |  |  |  |  | 🞏**Day** 日間部🞏**Night**夜間部 |
| **Post graduate**研究所 |  |  |  |  |  |  |  |  |  |  |  |
| **Post graduate**研究所 |  |  |  |  |  |  |  |  |  |  |  |
| **Other**其他 |  |  |  |  |  |  |  |  |  |  |  |
| Describe any special vocational or technical training and specialized knowledge/skill 請說明您的專業知識與技能**In summary, key words of your expertise are:** 您專業技能的關鍵字詞為何(註：關鍵字有助於迅速搜尋相關人才) |
| **Personal Interests & Hobbies**個人興趣、嗜好 |
| License or Government Certificate專業證照 | **Date of Issue**發照日 | **Certificate No.**證照字號 | **Remarks**備註 |
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| C. WORKING EXPERIENCE (insert row as needed) 工作經驗 (請依需要自行增加列) |
| From 起 | To 迄 | Title /On Grade Year職稱/在職年資 | **Co. Name / Tel.**公司名稱/電話 | **Supervisor**直屬主管 | **Compensation** 薪資 | **Reason** **for Leaving**離職原因 |
| **M**月 | **Yr.**年 | **M**月**.** | **Yr.**年 | **Name**姓名 | **Title**職稱 | **Monthly Base Salary** 月薪 | **Allowance****/Bonus** 津貼/獎金 | **Others**其他 |
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| **May we contact your present employer?** 龍創科技有限公司是否可與您的現任雇主聯絡查証  **□ Yes**是 **□ No**否**We shall not do so without your consent.** 未經您同意龍創科技有限公司絕不會聯絡您的現任雇主 |
| **Describe your experience, major achievement during each of the period mentioned above.**請摘要您於上述各職務的主要成就 |
| **Language ability：indicate the language and your proficiency, i.e. Excellent, Good, Useful, A little, Not at all****語文能力**：請以極佳、佳、普通、略通或不通說明您對該語文的熟練程度 |
| **Second Language and so on**第2、3...外國語 | **Read** 讀 | **Write** 寫 | **Speak** 說 | **Remarks**備註 |
| **1. English** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **English typing speed** 英打速度 **W/M**(字/分) | **English shorthand speed** 英文速寫速度 **W/M**(字/分) | **Chinese typing speed** 中打速度 **W/M**(字/分) |
| D. OTHERS 其他 |
| **Family Information** (including parents, parents-in-law, guardian, spouse, children, siblings) **家庭資料**(父母、 岳父母、監護人、配偶、子女、兄弟姊妹) |
| **Relation**關係 | **Name** 姓名(可使用中文) | **Age**年齡 | **Occupation** 職業 | **Address** 住址(可使用中文) | **Tel** 電話 |
| **Father**父 |  |  |  |  |  |
| **Mother**母 |  |  |  |  |  |
| **Spouse**配偶 |  |  |  |  |  |
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| **Do you have any relatives or friends working in LonTrend?** 目前是否有任何親屬、朋友任職於龍創科技有限公司？□ **No** 否□ **Yes** 是 **If yes, please specify the name, relation and dept. below** 如有，請列出姓名、任職部門 |
| Name 姓名(可使用中文) | **Relation**關係 | **Department**部門 | Name 姓名(可使用中文) | **Relation**關係 | **Department**部門 |
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| **Reference Check 徵信人 (Please provide minimum of three names. Your research advisor(s), colleagues, or supervisor(s) must be included in.)** 請至少提供三位徵信人，其中至少須含論文指導教授、授課教師、同事或直屬主管) |
| Name 姓名(可使用中文) | **Relation**關係 | **Company / Dept.**公司/部門 | **Title**職稱 | **Contact**聯絡方式 |
|  |  |  |  | (Tel)(Cell) | email: |
|  |  |  |  | (Tel)(Cell) | email: |
|  |  |  |  | (Tel)(Cell) | email: |
| **Person to notify in case of emergency 緊急聯絡人** |
| Name 姓名(可使用中文) | **Relation**關係 | **Address** 地址(可使用中文) | **Tel/Cell** |
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| What do you expect most of the job that your are applying for? Please tick and explain briefly. **您對下一份工作最重視的項目為何，請勾選並簡要說明** |
| Aspect 項目 | **Why** 原因 | **Aspect**項目 | **Why**原因 |
| □ **Greater responsibility** 擔負更大的責任 |  | □ **New field of work**新領域 |  |
| □ **Salary**薪資 |  | Opportunities of learning□ & development訓練與發展的機會 |  |
| □ **Job security**工作保障 |  | □ Different location工作地點 |  |
| □ **Others**其他 |  |
| When will you be available for the new job if you are recruited?如獲任用何時可以報到Yr. 年 M月 Date日 | Expected Salary期望薪資 | NT$ |
| **Female applicant fills in this question.** 女性應徵者請填答**Currently pregnant?** 目前是否懷孕 □ **Yes** 是 □ **No** 否 |
| 1. **Do you have any disabilities?** 是否有肢體或器官功能不便□ **No** 否□ **Yes** 是**If yes please check the next questions** 如回答是請繼續填答下一題
2. **Do you have a valid Disabilities Manuals**是否持有有效之身心障礙手冊

□ **Yes** 是 □ **No** 否 |
| Which channel did you learn the job opening? 您自何處得知此職缺□ **Campus** 學校□ **Job bank**人力銀行□ **Newspaper ad.**報紙廣告□ **Magazines** 雜誌 □ **Friends / Relatives**親友□ **Teachers/Advisors** 授課教師/指導教授□ **Employment Service Office** 就業輔導站 □ **Others** 其他，請說明**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Additional information you wish to add 其他補充資訊 | **Have you ever committed crimes and been plead a charge?**您是否有任何犯罪紀錄或遭受起訴？□ **No**否□ **Yes**是 **What**請說明 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Are you on the wanted list?**是否遭任何國家通緝？□ **No**否 □ **Yes**是 **W**hat請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I hereby authorize LonTrend to confirm the accuracy of all statements made on this form, and I fully understand that any false statements made herein will be sufficient cause for employment termination. I hereby agree and authorize LonTrend to collect, handle, and use the personal information which I have provided or will provide in accordance with relevant laws about personal information protection, for purpose of LonTrend's personnel management.**本人玆此授權龍創科技有限公司得就本人在此陳述之內容真實性，進行確認；本人完全瞭解，任何不實陳述將足以構成聘僱關係之終止。本人並同意授權龍創科技有限公司基於人事管理相關業務上之目的，得在符合個人資料保護相關法令之規定範圍內進行蒐集、處理、使用本人所提供之個人資料。****Signature 簽名 Date 日期**  |
| **I hereby declare that I will comply with all LonTrend regulations during my employment.** **本人同意並保證：本人於在職期間將遵守龍創科技有限公司所有相關規定。****Signature簽名 Date日期**  |