

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 | | | | | | | | | | |  | | | | |
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| 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** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |