 職務申請書 \*灰色欄位由人資部填寫

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| 應徵職務 Applied Position | 職稱 Title | 到職日期 Service Date | 員工編號 Employee ID |
| **基 本 資 料 General Information**  |
| 姓名(中文) Chinese Name  | 姓名(英文)English Name | 身分證字號ID或or ARC No. | 預計可上班日期Available Date西元 年(yyyy) 月(mm) 日(dd) |
| 性別 Gender□女 Female □男 Male  | 出生日期 Date of Birth | 血型 Blood Type | 電子郵件地址E-mail Address： |
| 兵役狀況 Military Service \*女生免填□役畢/期間Discharged. Served Period: / / /□免疫，原因Exempted. Cause:  | 宗教信仰Religion | Line ID 視訊面試 | 來源：□104人力銀行 □TLI師資培訓班□TLI官網email □介紹人 \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 通訊住址 Mailing Address 郵遞區號Area Code ( )  | 行動電話Mobile Phone:  | 通訊處電話Telephone： |
| 戶籍地址 Permanent Address 郵遞區號Area Code ( ) □同上述通訊地址(same as above)  | 戶籍地電話Telephone： |
| 家庭成員Family Statues |
| 姓名Name | 稱謂 | 年齡 | 職業 | 姓名Name | 稱謂 | 年齡 | 職業 |
|  |  |  |  |  |  |  |  |  | 年齡 | 職業 | 姓名 | 稱謂 | 年齡 | 職業 |
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| 緊急聯絡人 Person to notify in case of emergency |
| 姓名Name | 關係Relationship | 地址Address | 電話Telephone | 行動電話Mobile Phone |
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| **教育背景Education Background (請由最高學歷至最低學歷 List from the highest one)** |
| 學歷Degree | 學校名稱School or Institute Name | 科系所名稱Major & Type | 入學年/ 月From (Y/ M) | 離校年/ 月To (Y/ M) | 地點Location |
|  |  |  | □日間Day □畢Graduated □夜間Night□肄Non graduated  |  / |  / |  |
|  |  |  | □日間Day □畢Graduated □夜間Night□肄Non graduated |  / |  / |  |
|  |  |  | □日間Day □畢Graduated □夜間Night□肄Non graduated |  / |  / |  |
| **工 作 經 驗 Working Experience** |
| 機構名稱 Company Name | 到職日From (YYYY/ MM/ DD) | 離職日 To (YYYY/ MM/ DD) | 職稱 Job Title | 薪資 | 離職原因Resignation Reason |
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| **教學/教育經驗Teaching Experience（含教學內容、對象、班型、期間，若無可留白）** |
|  |
| 您是否曾經於TLI總部或任一校區工作? □無No □有Yes (Employee ID)Have you ever worked in HQ or any campus branches of TLI before? |
| 您是否有任何親屬目前於TLI工作? □無No □有Yes 如有請列出關係，職稱及部門 : Do you have any relatives currently working in TLI? If yes, please specify the relation, job title and department.  |
| **各 項 能 力Skills** |
| 教學證照Teaching Certificates □ TLI師資培訓班\_\_\_\_\_\_\_\_\_\_年第\_\_\_\_\_\_\_期 □ TESOL □ TEFL □ CELTA □ DELTA □其他1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 語言能力 Language Skills |
| 1. | 說  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 寫  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 譯  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 檢定分數 |  |  |  |  |  |  |
| 2. | 說  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 寫  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 譯  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 檢定分數 |  |  |  |  |  |  |
| 3. | 說  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 寫  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 譯  | □佳 Well □普 Fair  |  □好 Good □差 Poor | 檢定分數 |  |  |  |  |  |  |
| 商業技能Business Skills：□商務開發BD □業銷售務Sales □行銷Marketing 補充說明： |  |  |  |  |  |  |
| 電腦能力 Computer Skills: □WINDOWS □WORD □EXCEL □Photoshop □Illustrator □影片剪輯\_\_\_\_\_\_\_\_\_\_\_\_\_ □其他Others： |  |  |  |  |  |  |
| 其他技能/證照 Other Skills/Certificates | 1. | 2. | 3. |  |  |  |  |  |  |
| **過去經歷中的主要成就/特殊績效描述 (Working experience/ Major achievement)** |
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| **對新工作的期待 (Expectations of new job you are applying for)** |
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| **您自認個人最大的優點及缺點及對自己的未來生涯規劃 (Personal Advantage/Hobbies/Disadvantage/ and Future Expectations)** |
| 優點Advantage： 缺點Disadvantage：興趣/嗜好Hobbies：未來生涯規劃Self-Expectations： |
| **簡述異國/跨文化的交流經驗及旅行過的城市** |
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| **資歷查核 (請提供二位您的前任主管同事**，**指導教授或朋友的資料)****Please provide 2 names for reference check, colleagues, advisors or friends.** |
| 姓名Name | 公司名稱及部門Company & Department  | 關係Relationship | 工作職稱Job Title | 聯絡電話Telephone  |
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| 以上相關人員，均由本人\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_事先透過（方式請擇一：1.電話 ／2.電子郵件／3.其他: \_\_\_\_\_\_\_\_\_\_\_\_）徵得當事人同意提供其資料，僅供徵詢查證本人過去學經歷之用。(With your consent, TLI will contact the persons you provide for reference check. In addition, you also have to acquire the consents from the persons you provide via phone call, email or other contacts for reference check.尚未獲相關人員同意者，可暫不提供。( If you have not acquired the consents from the persons, please provide information later)本人同意授權TLI確認以上資料與相關證明文件均屬實，並瞭解任何不實將足以構成影響錄取決定或依公司相關規章調查處分。本人並同意授權TLI於台灣地區基於人事行政管理與徵才評估之目的，進行蒐集、處理、利用本人所提供之個人資料及自傳附件。如果應徵者未獲錄取時，TLI會將您的個人資料列入公司的人才資料庫，做為未來有適合職務的通知之用（或會於3 年內自行銷毀您的個人資料）。如應徵者欲對您的個人資料要求停止蒐集、處理或利用或進行刪除等權利，請特別告知人力資源部。I agree and authorize TLI to confirm the accuracy of all statements contained in the form and understand that any false statements made therein will be sufficient cause for reject or disciplinary actions specified in the TLI work rules and relevant rules. I also agree and authorize TLI to collect, handle and use the personal data and the attached autobiography, which I have provided or will provide for purpose of TLI’s talent acquisition and personnel and administrative management. If applicants have not been selected, TLI will store your data in the applicant tracking system for suitable job opportunities in the near future or we will delete your data within 3 years. If you wish to request TLI to stop collecting, handling and using or delete your personal data, please kindly notify HR. □ 同意/授權Agree □ 不同意/不授權Disagree 填表人簽名Signature： (親筆簽名) 日期Date (yyyy/ mm/ dd)： / / (必填) |