

請勿填寫此頁 For Office Use Only

Interview comments	1st interview		2nd interview	
	*Code	Remarks	*Code	Remarks
性格：品格 Personality				
理解力 Intelligence				
表達力 Expression				
自信 Self-confidence				
工作知能 Job knowledge				
英文能力 Command of English				

*Number code : 5. Excellent 4. Good 3. Average 2. Below average 1. Poor

Interview Result

1st interview / by HR Dept.: Recommend for 2nd interview Rejected Pending

Remarks:

Interviewer _____ Date: _____

2nd interview / by Dept. concerned : Suitable Unsuitable

Remarks:

Interviewer _____ Date: _____

Recommendation Department Head

Job Title	Department / Section	Suggest Salary
Commencement Date	Grade	Department Head Signature / Date
By P&T Manager / Date	By G.M. / Date	

Employee Note	Employment channel	
Staff I.D.No. _____	<input type="checkbox"/> Agency	<input type="checkbox"/> Newspaper
Locker No. _____	<input type="checkbox"/> School	<input type="checkbox"/> Bulletin Board
Pad Lock No. _____	<input type="checkbox"/> Friends / Relatives	<input type="checkbox"/> Others
Bank A / C No. _____		

工作申請書
Application for Employment

請用正楷填寫
Please complete every item in block letter.

申請職位 Position applied	第一選擇 1st choice	希望待遇 Expected salary	貼相片處 Attach recent photo (六個月內)
	第二選擇 2nd choice		
可到職日期 Date of availability	可否輪班工作 Is rotating shift acceptable		

個人資料 Personal information (必填)

英文別名(例:Mary Lin) English Nickname	中文姓名 Name in Chinese	性別 Sex
出生日期 Date of birth	出生地點 Place of birth	身高 Height
宗教 Religion	身分證字號/護照號碼 I.D. No./ Passport No.	體重 Weight
現在住址 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Present address	住所電話 Telephone No.	
戶籍地址 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Permanent address	電話 Telephone No.	
電子信箱 Email Address	手機電話 Mobile No.	

家庭狀況 Family record 未婚 Single 已婚 Married 喪偶 Widowed 離婚 Divorced

配偶 Spouse	姓名 Name	關係 Relationship	年齡 Age	工作單位 Name of company
父母 Parents				
子女或兄弟姐妹 (必填) Children or brothers & sisters				

目前在本飯店任職之親友 Relatives or friends, if any, presently employed in The Lalu, Sun Moon Lake.

姓名 Name	部門 Department	職位 Position	關係 Relationship

工作經歷 (先填現任與最近五年的工作) Employment record (list present and last 5 years job first.)					
服務公司及所在地 Company name and location	職位 Position	由 From	迄 To	月薪 Salary	離職原因 Reason for leaving
		—			
		—			
		—			
		—			

學歷 Education					
程度 Level	學校名稱 Name of school	由 From	迄 To	主修 Major	畢/肄業 Graduate / Ungraduate
研究所 Graduate school		—			
大學/專科 University / College		—			
高職 Technical school		—			
高中/國中 Senior/Junior High school		—			
其他 Others		—			

語言 (請在適當空格上填上 [✓] 符號) Languages (Please mark a [✓] to indicate knowledge)									
語言 Languages	閱讀 Reading			書寫 Writing			會話 Speaking		
	良好 Good	普通 Fair	略懂 Poor	良好 Good	普通 Fair	略懂 Poor	良好 Good	普通 Fair	略懂 Poor
英文 English									
日語 Japanese									
國語 Mandarin									
其他 Others									

證書 certificates / 級 level / 分數 scores	
電腦操作技能 Computer skills	
興趣 Hobbies	
其他 Others	

推薦人情況 (若有請填寫) Recommender's background (if applicable)		
姓名 Name	工作單位和職位 Company and position	關係 Relationship

如有急事需聯絡 In case of emergency please notify			
姓名 Name	關係 Relationship	地址 Address	電話 Telephone No.

兵役狀況 Military Service			
你是否曾服過兵役 Have you ever been in military	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	軍種兵科 Classification
若未服過兵役請說明原因 If no, give reason	時間 Time	起 From	迄 To

其他資料 (請在適當空格上填上 [✓] 符號) Other information (please mark a [✓])	是 Yes	否 No	倘若答覆為"是", 請詳細說明之 If "Yes" Please describe
你是否曾因犯罪被捕及控訴? Have you ever been arrested and convicted of a crime?			
你是否曾因工作不力或品行不佳而被解雇? Have you ever been discharged from employment because your work / conduct was not satisfactory?			
是否有健康或殘疾問題會妨礙日常工作? Do you suffer from any disability or health problem that could prevent you from performing your duties?			
是否有與前工作單位未結清的帳務? Do you have any standing debt to settle?			
目前狀況 Present status	<input type="checkbox"/> 有工作 Employed	<input type="checkbox"/> 應屆畢業生 Graduated	<input type="checkbox"/> 待業 Unemployed

聲明 Declaration	
1. 本人保證此表格所填寫一切屬實且完整, 如有虛報不實之處, 本人願意接受被立即開除沒有任何補償之處分。 I declare that the statements made by me in this application are true and complete and understand that a false statement or dishonest answer renders me liable for instant dismissal without any compensation.	
2. 本人了解即使求職申請接受, 但本人因飯店要求所做健康檢查報告將是飯店決定錄取與否之最後依據。 Should my application be successful? I understand that my final appointment may be conditional upon the result of a medical examination carried out by the company's nominated medical officers.	
申請人簽名 Applicant signature _____	日期 Date _____