|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **新進員工基本資料** | | | | | | | | | |
| **填寫日期\*：** | | | | | | | | | |
| **姓名\*** | |  | | | **身份證字號\*** | |  | | |
| **出生日期\*** | |  | | | **性別** | | □男 □女 | | |
| **血型** | |  | | | **婚姻** | | □已婚 □未婚 | | |
| **役別** | | □已役 □未役 □免役 | | | **持有駕照** | | □無 □汽車 □機車 | | |
| **交通工具** | |  | | | | | | | |
| **身高** | | 公分 | | | **體重** | | 公斤 | | |
| **聯絡電話\*** | |  | | | **行動電話\*** | |  | | |
| **電子郵件\*** | |  | | | | | | | |
| **聯絡地址\*** | |  | | | | | | | |
| **戶籍地址** | |  | | | | | | | |
| **緊急聯絡人** | |  | | | **關係** | |  | | |
| **聯絡電話** | |  | | | **行動電話** | |  | | |
| **學歷** | | | | | | | | | |
| **學校名稱** | | | **科系** | | **入校年份** | | **離校年份** | | **畢肄業** |
|  | | |  | |  | |  | |  |
| **工作經歷** | | | | | | | | | |
| **服務單位** | | | **職稱** | | **工作說明** | | | | **年資** |
|  | | |  | |  | | | |  |
| **語言能力** | | | | | | | | | |
| **國語** | **台語** | | | **客語** | **英文** | **日文** | | **其他** | |
|  |  | | |  |  |  | |  | |
| **家庭成員** | | | | | | | | | |
| **姓名** | **稱謂** | | | **姓名** | **稱謂** | **姓名** | | **稱謂** | |
|  |  | | |  |  |  | |  | |
| **繳交資料** | | | | | | | | | |
| □僱傭契約書 | | | | | □資安守則與保密切結書 | | | | |
| □身分證正反面影本 | | | | | □大頭照照片一張或圖檔一份 | | | | |
| □存摺影本 | | | | | □最高學歷畢業證書 | | | | |
| □退伍令影本 | | | | | □證照影本 | | | | |
| □扶養親屬表 | | | | | □健保轉出申請表影本 | | | | |
| **人事單位填寫資料** | | | | | | | | | |
| **員工編號\*** |  | | | | **職稱\*** |  | | | |
| **所屬部門\*** |  | | | | **到職日\*** |  | | | |
| **勞健保加保日** |  | | | | **團保加保日** |  | | | |
| **基本薪資\*** |  | | | | **其他薪資** |  | | | |
| **備註** |  | | | | | | | | |

【備註事項】

1. 填寫人員聲明所填各項均屬確實,若有虛報情事,願受免職處分。

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| --- | --- | --- |
| 人資部： | 部門主管： | 申請人： |