

本同意書說明晶華國際酒店股份有限公司(以下簡稱本公司)將如何處理本表單所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得進行職位申請面談，但若您已接受職位申請面談，視為您已取得法定代理人之同意，並遵守以下所有規範。This agreement stipulates how Silks Hotel Group (hereinafter referred to as “the Company”) shall handle all personal information collected by this form. By signing this Agreement and placing a check next to “I agree”, you acknowledge that you have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein. If you are under the age of 20, you should not arrange an interview until your parent or legal guardian has read and understood this Agreement and voluntarily accepts the duties and obligations set forth herein. However, if you have agreed to an interview, the Company will assume you have obtained the consent of your parent or legal guardian and that you agree to the following:

1. 本公司(晶華國際酒店股份有限公司)人力資源部取得您的個人資料，目的在於個人資料保護法及相關法令之規定下，依本公司隱私權保護政策，蒐集、處理及利用您的個人資料。The Personal Data Protection Act and related laws require the Company’s Human Resources Department to collect, use, and maintain your personal information in accordance with its provisions.
2. 您可依個人資料保護法，就您的個人資料向本公司：(1)請求查詢或閱覽、(2)製給複製本、(3)請求補充或更正、(4)請求停止蒐集、處理及利用或(5)請求刪除。但因本公司執行職務或業務所必需者，本公司得拒絕之。但因您行使上述權利，而導致權益受損時，本公司將不負相關賠償責任。未錄取者，本公司將於一個月後銷毀此職位申請書。Under the Personal Data Protection Act, you may exercise the following rights with regard to (1)any inquiry and request for a review of your personal information;(2)any request to make duplications of your personal information;(3)any request to supplement or correct your personal information;(4)any request to discontinue collection, processing, or use of your personal information; and(5)any request to delete your personal information. However, the Company reserves the right to refuse a request due to operational reasons. The Company shall not be held responsible for any damages incurred as a result of exercising the abovementioned rights. If not hired for the position, this Employment Application Form will be destroyed in one month.
3. 您可自由選擇是否提供本公司您的個人資料，但若您所提供之個人資料，經檢舉或本公司不足以確認您的身分真實性或其他個人資料冒用、盜用、資料不實等情形，本公司有權不予錄用或予以革職之處置。You may choose to provide or withhold your personal information from the Company. However, the Company reserves the right to not offer employment due to lack of information or discharge you should such omission of information be deemed as falsifications of company documents which potentially negate your eligibility for employment.
4. 若您的個人資料有任何異動，請主動向本公司人力資源部申請更正，使其資料保持正確、完整性。Please approach the Company’s Human Resources Department directly to update any changes to your personal information, in order to ensure that your information is accurate, up-to-date, and complete.
5. 本公司人力資源部如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本公司人力資源部將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。In the event that the personal information is stolen, disclosed, altered, or infringed upon due to natural disasters or circumstances beyond the Company’s control, thereby resulting in the violation of the Personal Data Protection Act, the Company’s Human Resources Department shall notify you via telephone, letter, E-mail, or online announcements after an inspection is concluded.
6. 您瞭解此一同意書具有書面同意本公司蒐集、處理及利用您的個人資料之效果。You acknowledge that this Agreement respects your rights and interests in the collection, processing, or usage of personal information and the information shall be handled in accordance with the Personal Data Protection Act.
7. 公司人力資源部將保留隨時修改本同意書規範之權利，修改規範時，於公司晶頻道及公告欄公告修改之事實，不另作個別通知。如果您不同意修改的內容，則請勿繼續填寫同意書及職位申請書。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。The Company’s Human Resources Department reserves the right to modify or amend the rules of this Agreement and to publish the amendments on Channel R and internal notice boards. No individual notices shall be made. If you do not consent to the amendments, please do not continue to fill out this Agreement and Employment Application Form, otherwise it shall be deemed your consent to the rules stipulated in this Agreement.
8. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。Even if you provide any written or oral comments pertaining to this Agreement, the Company can only guarantee that your rights clearly expressed in this Agreement shall be met.
9. 準據法與管轄法院：本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺北地方法院為管轄法院。Governing Law and Jurisdiction: This Agreement shall be interpreted in accordance with the laws of Taiwan, Republic of China. Any irresolvable disputes arising under this Agreement shall be submitted to the Taipei District Court.

我已閱讀並接受上述同意書內容

I hereby acknowledge that I have read the contents of this Agreement and give my consent.

當事人簽名

Applicant’s Signature:

(請親簽)

日期 Date:

年 y

月 m

日 d

EMPLOYMENT APPLICATION FORM

職位申請書

EMPLOYEE NO. _____ SOURCE : _____

申請職位： _____ 期望薪資： _____
 POSITION APPLIED : _____ SALARY EXPECTED : _____
 若工作上需要，可否值夜班或輪班？
 WILL YOU WORK NIGHTS OR ON A ROTATING SHIFT? 是 YES / 否 NO

中文姓名 _____ 英文別名 _____ 性別 女 F 男 M
 Name (Chinese) _____ Name (English) _____ Gender _____

國籍 _____ 身份證字號/居留證號 _____
 Nationality _____ I.D. Card No. _____

出生年/月/日 (西元) _____
 Date of Birth _____

手機〔必填〕 _____ 電話號碼 _____
 Cell Phone No. _____ Home Telephone No. _____

居住住址 _____
 Current Residence _____

電子郵件 _____
 E-Mail _____

原住民 否; 是, _____ 族 身心障礙手冊 無; 有, 輕 中 重 障別: _____
 Aboriginal (依據原住民族工作權保障法第 12 條) Handicap Manual (依據身心障礙者權益保護法第 38 條)

緊急聯絡人 Emergency Contact:

主要聯絡人 1st Name	關係 Relationship	手機/電話 Cell Phone No./ Tel. No
次要聯絡人 2nd Name	關係 Relationship	手機/電話 Cell Phone No./ Tel. No

台北晶華酒店實習經驗 Internship Experience in Regent Taipei

單位 Department	期間 Period	起 From	迄 To	類型 Type	<input type="checkbox"/> 半年 Half Year <input type="checkbox"/> 一年 A Year
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任職紀錄 / 實習經驗 (先填寫現任或最近任職之商號) Employment or Internship History (List Present or Last Employer First):

公司名稱 Name of Company	地點 Location	職位 Position	工作性質 Nature of Work	期間(起~迄) Period (From~To)	離職原因/薪資 Reason for Leaving/Salary
					/
					/
					/

教育背景 Educational Background:

學歷 Education	學校名稱/科系 Name of School/Major	獲得之學位 Degree Received	From 由 Month 月 Year 年	To 至 Month 月 Year 年
最高 Highest Education				<input type="checkbox"/> 在學中 In Progress
次高 2nd High Education				<input type="checkbox"/> 在學中 In Progress

專長及證書 Skills & Qualifications:

技能專長/Skills	
合格證書/Certificate	

語言能力 Language Skills:

語言 Language	說 Speak			寫 Write			懂 Understand		
	優 EX.	良 G.	可 F.	優 EX.	良 G.	可 F.	優 EX.	良 G.	可 F.
中文 Mandarin									
英語 English									
日語 Japanese									
其他 Others:									
其他 Others:									

嗜好興趣 Interests & Hobbies:

1		2		3	
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館內介紹人 Internal Referral:

姓名 Name	單位 Department	職位 Position	關係 Relationship

健康狀況及特殊資訊: Medical History/Supplementary Information

(請圈選 Please Circle the Answer, 如本人認為與所應徵工作無關或本人不願意提供者, 可免圈選)

1. 您是否曾患有慢性疾病、經歷重大手術或有過敏體質

Have you suffered from any chronic diseases, underwent major surgery, or had allergic reactions :

否 No / 是 (請說明) Yes (Please specify) _____

2. 目前身體是否有任何狀況, 會影響從事久走、久站、搬重物及執行必要之工作

Have you suffered from any illnesses or underwent surgery that may prevent you from walking or standing for a long period of time?

否 No / 是 (請說明) Yes (Please specify) _____

3. 是否患有下列法定傳染病

Have you suffered from any of the following infectious diseases?

否 No / 是 (請說明) Yes (Please specify) : (a) 肺結核 Tuberculosis (b) A型肝炎 Hepatitis A

(c) 傷寒帶菌者 Typhoid carrier (d) 化膿性皮膚病 Suppurative skin disease (e) 其它 Others _____.

4. 是否有前科紀錄 Do you have a criminal record?

否 No/ 是 (請說明何時及罪名) Yes (Please specify when and the criminal charges) _____

5. 是否有親友任職於本公司 Are you related to or acquainted with a staff member at this hotel ?

否 No/ 是 (請提供資料) Yes (Please provide the individual's information) :

姓名Name: _____ 部門Department: _____ 關係Relationship: _____

本人在此陳述以上所寫資料為真實並無任何虛偽造假或隱匿, 若因個人因素造成事後公司的損失, 本人願意負擔連帶責任。 By signing below, I hereby certify that all information provided on this application form is true and correct to the best of my knowledge. I hereby agree to bear full responsibility and release the company from all liability should any error or oversight on my part result in a loss for the company.

簽名 Applicant's signature

填表日期 Date

本頁僅供公司內部作業使用
For Authorized Internal Staff Only

■ 面談評估 INTERVIEW ASSESSMENT

初試 First Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined <input type="checkbox"/> 保留 Talent Pool 總評 Comments:	複試 Second Interview <input type="checkbox"/> 推薦 Recommended <input type="checkbox"/> 拒絕 Declined <input type="checkbox"/> 保留 Talent Pool 總評 Comments:
簽名: _____ Signature	簽名: _____ Signature
日期: _____ Date	日期: _____ Date

■ 任用決定 APPROVAL TO HIRE

任用單位填寫 TO BE COMPLETED BY HIRING DEPARTMENT					
➤ 若該員工符合公司實習生回聘相關規定，必將予以年資續計。 Should aforementioned staff meet the criteria of rehire intern status, prior length of service shall be accumulated.					
➤ 資歷查核 Reference Check <input type="checkbox"/> 需要 YES <input type="checkbox"/> 不需要 NO 。(C grade 以上必填 Required for C grade and above)					
單位 Department		職稱 Position		職級 Grade	
			<input type="checkbox"/> 半職 Permanent Part-Time		
編制/實際人力 Budget/Actual Manning		薪資 Salary		津貼 Allowance	
單位主管 Department Head signature:			部門主管 Division Head signature:		

人資單位填寫 TO BE COMPLETED BY HUMAN RESOURCES			
薪資級距 Salary Range		任用日期 On Board Date	
年資續計: 期間/時數 _____		續計 _____ 年	
Length of Service Accumulation: (period/hours)		Accumulated as _____ years	

人資主管 HR	總經理 GM	財務長 C.F.O	B 職級(含)以上 (for B Grade and above) 董事長 Chairman

HR 備註 HR NOTES

Contact	
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Received	_____
Interviewed	_____
Result	<input type="checkbox"/> Possible On Board Date <input type="checkbox"/> Thank You Letter
GM	Sent Out _____ Returned _____
CFO	Sent Out _____ Returned _____
Employment Notice Sent	<input type="checkbox"/> EMAIL <input type="checkbox"/> In Person

Physical Examination Notice	啟新(善導寺)	中心(忠孝復興)	其他