橙智國際教育顧問有限公司

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| 應繳文件 | Check |
| 二吋近照 |  |
| 畢業證書影本 |  |
| 相關經歷證照 |  |

No. 履 歷 表

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| 應徵職務 | | |  | | | | | | | | | | | | | | | | | | ※本表請以正楷詳實填寫 | | | | | | | | | | | | | | | | | | | | | | | |
| 中文姓名 | | |  | | | | | | | | | | | | | 性別 | | | | |  | | | | 婚 姻 | | □未婚 □已婚  □懷孕中 | | | | | | | | | | | | 照 片  (請貼2吋彩色近照) | | | | | |
| 英文姓名  (同護照) | | |  | | | | | | | | | | | | | 血型 | | | | |  | | | | 兵 役 | | □免役 □待役  □役畢 | | | | | | | | | | | |
| 出 生 地 | | | 省市 縣市 | | | | | | | | | | | | | | | | | | | | | | 退伍日 | | 年 月 日 | | | | | | | | | | | |
| 生 日 | | | 年 月 日 | | | | | | | | | | | | | | | | | | | | | | 免役或服國民役原因： | | | | | | | | | | | | | |
| 行動電話 | | |  | | | | | | | | | | | | | | | | | | | | | |
| 身 分 證 字 號 | | | | | |  | | | | | | | | | | | | | | | | | | | E-Mail： | | |  | | | | | | | | | | | | | | | | |
| 緊急聯絡人姓名 | | | | | |  | | | | | | | | 關係 | | | | |  | | | | | | 電　　話 | | |  | | | | | | | | | | | | | | | | |
| 有何種駕駛執照 □職業駕照 □汽車 □機車 | | | | | | | | | | | | | | | | | | | | | | | | | 有無前科 | | | □ 無 □ 有 | | | | | | | | | | | | | | | | |
| 戶 籍 地 | | | □□□ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 電話 | | | |  | | | | | |
| 通 訊 地 | | | □□□ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 電話 | | | |  | | | | | |
| 學 歷 | | | 學 校 名 稱 | | | | | | | | | | 科 系 所 | | | | | | | | | 日/夜 | | | 起迄年月 | | | | | | | 畢(肄)業 | | | | | | | 曾獲殊榮 | | | | | |
| 研究所 | | |  | | | | | | | | | |  | | | | | | | | |  | | | / ~ / | | | | | | | □畢 □肄 | | | | | | |  | | | | | |
| 大 學 | | |  | | | | | | | | | |  | | | | | | | | |  | | | / ~ / | | | | | | | □畢 □肄 | | | | | | |  | | | | | |
| 專 科 | | |  | | | | | | | | | |  | | | | | | | | |  | | | / ~ / | | | | | | | □畢 □肄 | | | | | | |  | | | | | |
| 高 中 | | |  | | | | | | | | | |  | | | | | | | | |  | | | / ~ / | | | | | | | □畢 □肄 | | | | | | |  | | | | | |
| 語言能力 | 外語(方言) | | | | | | 聽力 | | | 會話 | | | | | 閱讀 | | | | | | | 寫作 | | | 外語(方言) | | | | | 聽力 | | | | | | 會話 | | | | 閱讀 | | | 寫作 | |
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| 社團資歷 | 社團名稱 | | | | | | | | | 起迄年月 | | | | | | | | | | | | 職務 | | | 社團名稱 | | | | | | | | | | | 起迄年月 | | | | | | | 職務 | |
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| 專長 | **1. 2. 3.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (包括父母、兄弟姊妹)  家 屬 成 員 | 稱 謂 | | | | | | | 姓 名 | | | | | | | | | | | | 年 齡 | | | | | 職 業 (任 職 單 位 及 職 稱) | | | | | | | | | | | | | | | | | | | |
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| 是 否 需 負 擔 家 庭 經 濟 | | | | | | | | | | | | □ 是 □ 否 | | | | | | | | | | | | | 有 無 出 國 求 學 計 劃 | | | | | | | | | | | | | | □ 有 □ 無 | | | | | |
|  | | 服務機關/部門 | | | | | | | 職 稱 | | | | | | | | 工 作 說 明 | | | | | | | | 待 遇 | | | | 起 迄 年 月 | | | | | | | | | | 卸 職 原 因 | | | | | |
| **現 職** | |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | / ~ / | | | | | | | | | |  | | | | | |
| (請從最近資歷填起)  工 作 資 歷 | |  | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | / ~ / | | | | | | | | | |  | | | | | |
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| 技能  電腦 | | □Office (Word,Excel,Powerpoint,Outlook) □作業系統  □程式設計 □繪圖軟體 □多媒體軟體  □網頁技術 □資料庫 □其他 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 英打 | |  | | | 字/分 |
| 中打 | |  | | | 字/分 |
| 專業訓練 | | 訓 練 名 稱 | | | | | | | | | 訓 練 機 構 | | | | | | | | | | | | | | 起 訖 日 期 | | | | | | | | | | | | | | 資 格 證 書 | | | | | |
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| 政府考試 | | 證書號碼 | |  | | | | | | | 科 目 | | | | | |  | | | | | | | | 等 第 |  | | | | | | | | 日 期 | | | | |  | | | | | |
|  | | | | | | | 科 目 | | | | | |  | | | | | | | | 等 第 |  | | | | | | | | 日 期 | | | | |  | | | | | |
|  | | | | | | | 科 目 | | | | | |  | | | | | | | | 等 第 |  | | | | | | | | 日 期 | | | | |  | | | | | |
| 有無近親在本公司服務 □ 無 □ 有 | | | | | | | | | | | | | | | | | | 姓 名 | | | | | |  | | 關 係 | | | | |  | | | | | | 任職單位 | | | | |  | | |
| 介 紹 人 | | | |  | | | | | | | 關 係 | | | | | | |  | | | | | | 任職單位 | |  | | | | | | | | | | | 職 稱 | | | | |  | | |
| 情 況  健 康 | | 1.精神病史 □ 無 □ 有 2.傳染疾病病史 □ 無 □ 有  3.慢性病史 □ 無 □ 有  4.其他 (請詳填) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 動 機  求 職 | | (請詳述) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 管 道  求 職 | | 透過下列何種管道得知徵才資訊：   * 網路 　　　　　　； □ 報紙　　　　　　　 ；□ 學校 　　　　　　　； * 親友介紹 　　　　； □ 徵才活動　　　　 　；□ 其他 　　　　　　　。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 推薦人 | | 姓名 | | |  | | | | | | | | | 公司職稱 | | | | | | | | |  | | | | | | | | | | 電話 | | | | |  | | | | | | |
| 姓名 | | |  | | | | | | | | | 公司職稱 | | | | | | | | |  | | | | | | | | | | 電話 | | | | |  | | | | | | |
| 自 傳 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (請寫600-1,000字，亦可另填寫於空白A4紙張並附於後) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人確認本表內所填各項均屬事實，且願意接受調查，如經錄用後，發覺有不實之情事，本人願無條件接受公司所作之處分(包括免職)，絕無異議。  **填表人簽名：**  填表日期： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

※請將填妥之履歷表傳真至本公司02-27330220 人事室 或 Email至 hr.recruit@smartorange.com.tw

經審核符合任用條件者，將以電話或e-mail通知安排面試事宜。未符合者，恕不另行通知。