**填表日期： 年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **職位名稱** |  | | | | | | | | | | | | | | | **E-mail** | | | | |  | | | | | | | |  | | | | |
| **身分證字號(加保使用)** | | | | |  | | | | | | | |
| **任職期間** |  | | | | | | | | | | | | | | |
| **姓 名** |  | | | | **英文名字+姓氏**  **(公司稱呼用)** | | | | | | |  | | | | **出 生**  **年月日**  **(民國年)** | | | | |  | | | | | | | |
| **通訊地** | **□ 同戶籍地 □ 不同戶籍地（請填寫於下方）** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **戶籍地** |  | **市** |  | | | **區** | | | |  | | | **村**  **里** | |  | | | | **街** |  | | | | **段** |  | **巷** | |  | | **弄** | |  | **號**  **樓** |
| **最高學歷** | **學校** | | | | | | | **科/系/所** | | | | | | | | | | **現 況** | | | | **□在學中\_\_\_\_\_\_\_年級，將於\_\_\_\_\_\_年 畢業**  **□已畢業(找正職/考研所/出國)**  **□待役中\_\_\_\_\_\_\_入伍; 預計\_\_\_\_\_\_\_\_退伍**  **□其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |
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| **電 話** | **家中市話** | | | | | | | **手機** | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | |
| **工作經驗** | 公司名稱 | | | 職務名稱 | | | | | | | | | 工作內容 | | | | | | | | | | | | | | 起迄期間 | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | | | | | | | | □不定期，專案性質  □定期， ~ | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | | | | | | | | □不定期，專案性質  □定期， ~ | | | | | | |
| **社團經驗** | 社團名稱 | | | | | | 社團性質 | | | | | | | | | 擔任職務 | | | | | | | | | | | 起迄時間 | | | | | | |
|  | | | | | |  | | | | | | | | |  | | | | | | | | | | | 起 | | | | 迄 | | |
| **語言**  **(請勾選V)** | 語言  程度 | | 1.英文 | | | | | | 2.日文 | | | | | 3. | | **擅長項目** | | □ 熟悉office軟體 □ 熟悉Google Workspace  □ 中文打字：\_\_\_\_\_\_字/分  □ 導覽解說 □器材管理  □ 其他：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |
| 精通，可流利與外國人溝通 | |  | | | | | |  | | | | |  | |
| 佳，可基礎以上會議接待 | |  | | | | | |  | | | | |  | |
| 普通，會停頓  勉強交談 | |  | | | | | |  | | | | |  | | **飲食習慣** | | □葷食 □素食 | | | | | | | | | | | | | | | |
| **證照** | | □可提供語言證照：TOEIC  □駕照：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |
| 差，無法使用 | |  | | | | | |  | | | | |  | |
| **緊急聯絡人** | 姓名 | | | | 關係 | | | | | | 市內電話 | | | | | | 手機 | | | | | | 有意願工作項目(請勾選V，可複選)  □開幕式、閉幕式接待人員  □貴賓參訪隨隊人員  □貴賓室接待人員 | | | | | | | | | | |
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