實習申請書

**(INTERNSHIP APPLICATION FORM)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 個人基本資料 (**Personal Particulars**) | | | | | | | | | | | | | | | | | | | | | |
| 申請地點  Area | □ 台北Taipei □ 台中Taichung □ 高雄 Kaohsiung (如需複選，請用1、2、3排順序) | | | | | | | | | | | | | | | | 近6個月照片 | | | | |
| 申請期間 Internship | □ 暑期 7月- 8月 □ 學年 9月- 隔年5月 □ 其他 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (可複選) | | | | | | | | | | | | | | | |
| 中文姓名  Chinese Name |  | | | | | 生日  Birthday | | |  | | | | | | | |  | | | |
| 英文姓名  English Name |  | | | | | 身分證號  I.D. No. | | |  | | | | | | | |
| 地址  Address |  | | | | | 行動電話  Mobile | | |  | | | | | | | |
| 電子信箱  E-mail |  | | | | | 兵役狀況 | | | □ 役畢End □待役 Waiting  □ 免役 No , 原因 Reason： | | | | | | | |
| 語言能力 **(Languages)** | | | | | | | | | | | | | | | | | | | | | |
| 1:不會; 5 精通  Please rate your proficiency from 1 –5 | | | | 聽  Listening | | | | 說  Speaking | | | | | 讀  Reading | | | | | 寫  Writing | | | |
| 英文 English | | | |  | | | |  | | | | |  | | | | |  | | | |
| 電腦及其他技能 **(PC Knowledge & Other Skills)** | | | | | | | | | | | | | | | | | | | | | |
| 電腦相關技能  Computer Skills rate from 1-5 | | | | Word | | | Excel | | | | | PowerPoint | | Outlook | | | | | 其他Others | | |
|  | | |  | | | | |  | |  | | | | |  | | |
| 駕照 Driver’s License | | | | □ 普通小型車 Car □普通機車 Motorcycle □其他 Others， \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| 學歷 **(Education)** | | | | | | | | | | | | | | | | | | | | | |
| 學校名稱School | | | 在校期間Period | | | | | | | 科系Major | | | | | | 修業狀況Status | | | | | |
|  | | |  | | | | | | |  | | | | | | □畢業 □就讀中 □肄業 | | | | | |
|  | | |  | | | | | | |  | | | | | | □畢業 □就讀中 □肄業 | | | | | |
| 專業資格證照 **(Professional Qualification)**  請填寫您所取得的重要證照 (例如汽車修護技術士)  *Please fill in the important certification(s) that you have obtained and the year they were obtained* | | | | | | | | | | | | | | | | | | | | | |
| 證照名稱 Certification | | | 發照機構 Professional Board | | | | | | | 證照號碼 Certificate No. | | | | | | 發照日期Issue Date | | | | | |
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| 工作經驗 **(Working Experience)**  目前及過去之詳細受雇工作情形，請由最近服務的公司開始填寫。  Detailed career in reverse order starting with current position. When selected for appointment, the latest full month pay slip of the most recent job needs to be provided. | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱  Company Name | | 職稱  Title | | | 期間  Time Period | | | | | | 工作內容  Job Responsibility | | | | 薪資(台幣/元)  Salary (NT$) | | | | | 離職原因  Reason to resign |
|  | |  | | |  | | | | | |  | | | |  | | | | |  |
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宣言聲明

**(Statement of Declaration)**

**A. \*\***本人謹此聲明，此表格提供的一切資料和信息，並在文件附後（如果有的話）是真實和準確的在各個 方面。我沒有故意隱瞞任何事實或作出任何虛假的聲明或失實的任何信息。在我成功就業的情況下，我明白，如果我所提供的信息這裡被發現為虛假或不準確的，我可能會遭受嚴重的紀律處分。

I declare that all particulars and information provided by me in this form and the documents attached hereto (if any) are true and accurate in every respect. I have not willfully suppressed any material fact or made any false declaration or misrepresented any information. In the event I am successful in securing employment within the company, I understand that if the information provided by me herein is found to be false or inaccurate, I may be liable to severe disciplinary action.

**B. \*\***此外不論是否錄用，本人同意 貴公司可將本申請書內資訊留存建檔；並同意此申請書內所列個人 資料得由臺灣蒙地拿股份有限公司於徵才時參考使用。本人聲明 貴公司已告知本人依個人 資料保護法第 3 條規定得行使之權利及方式：『1.得向本公司查詢、請求閱覽或請求製給複製本，而本公司依法得酌收必要成本費用。2. 得向本公司請求補充或更正，惟依法台端應為適當之釋明。 3.得向本 公司請求停止蒐集、處理或利用及請求刪除，惟依法本公司因執行業務所必須者，得不依台端請求為之 』。本人充分瞭解告知上列事項所載內容，茲此同意及授權 貴公司依「個人資料蒐集、處理、 利用告知事項」所載者，於符合個人資料保護相關法令之範圍內，為本人個人資料之蒐集、處理、利用。

In addition, whether I obtain an offer or not, I agree that my personal data and information contained hereof can be filed in the database of Modena Motori Taiwan for recruitment purpose. I also warrant that your company has informed me of the rights and measures for exercising the right under Article 3 of Personal Data Protection Act：『1. I can ask for checking, overview or a copy of my personal data from the company with a necessary cost, 2. With appropriate explanation required by the laws, I can ask the company to make a supplement or correction of my personal data, 3. I can ask the company to stop collecting, handling or using my personal data and ask to delete my personal data from the company; but if according to the relevant laws, my personal data is required for the company to conduct its business, the company has the right to decline the request』. I fully understand the subject items, hereby to agree and authorize the company handling my data under the Article 3 of Personal Data Protection Act.

**C. \*\***本人同意如獲聘任，將接受公司安排例行職前身體檢查，並同意檢驗醫院直接將本人體檢報告送 予 貴公司留存，而資料只供公司防止傳染病傳播之用。

I agree to receive the regular pre-employment medical examination when I am considered for employment and also authorize the clinic conducting such examination to send my medical report directly to the company. This report is only using in preventing the spread of infectious diseases.

**D.** 本人一經錄用，絕對遵守公司規定之各項章程及規則。

I undertake, if selected, to abide by the regulations of the company.

**(註 )上述有“\*\*”備註之重點，請詳閱並簽名確認。**

申請人簽署 SIGNATURE OF APPLICANT

申請日期 (YEAR/MONTH/DAY)