** 吉隆坡臺灣學校

 CHINESE TAIPEI SCHOOL (KUALA LUMPUR)

*No.1,Persiaran Sungai Selangor,Bukit Rimau,Seksyen 32,40460 Shah Alam,Selangor,Malaysia.*

*Tel : 603-5121 3100 Fax : 603-5121 3108*

*E-mail :* *admin@cts.edu.my* *Website:* [*www.cts.edu.my*](http://www.cts.edu.my)

**應徵表格Job Application Form**

|  |  |
| --- | --- |
| 應徵職位Position To Apply | **行政專員** |
| **(A) 個人資料PERSONAL DATA**  |
| 填表日期Date Apply | (dd/mm/yyyy) | (證件照) |
| 中文姓名Chinese Name |  |
| 英文姓名English Name |  |
| 出生日期Date Of Birth | (dd/mm/yyyy) |
| 出生地點Place Of Birth |  |
| 國籍Nationality |   |
| 種族Race |  | 年齡Age |  |
| 性別Gender |  | 籍貫Dialect |  |
| 身份證字號Identity Card No. | (新New) (舊Old) |
| 護照號碼Passport No. |  |
| 其他證件號碼Other Doc.No. |  | 依親證 工作證  |
| 目前住址Current Home Address (請填寫完整資料Please fill in completely ) |  |
| 永久住址Permanent Home Address(請填寫完整資料Please fill in completely ) |  |
| 聯絡電話Contact Number | 住家(H) |  | 手機HP |  |
| 電子郵件信箱 E-mail Address |  |
| 健康狀況Health Condition |  |
| 警急聯絡人Person To Contact In Case Of Emergency | 姓名Name  |  |
| 關係Relationship |  |
| 電話號碼Tel.No. |  |
| **(B)家庭狀況FAMILY STATUS** |
| 婚姻狀況Marital Status | 已婚Married | 未婚Single | 其他 Others  |
| 配偶姓名Spouse Name | (中) | (英) |
| 配偶國籍Spouse Nationality |  | 配偶身份證號碼I.C No |  |
| 配偶職業Spouse Occupation |  | 孩子人數Total Of Children |  |
| 孩子年齡Age of Children |  |
| **(C )學歷EDUCATION**  |
| 學歷Education  | 年份Period | 學位Degree |
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| **(D)工作經驗 WORKING EXPERIENCE** |
| 僱主公司名稱/地址Employer’s Name & Address | 年份Period | 職位Position  |
| (1)  |  |  |  |
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| (2)  |  |  |  |
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| (3) |  |  |  |
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| **(E)語文能力 LANGUAGE** |
|  書寫講能力語文 | 精通Excellent | 普通Good | 不通 None |
| 繁體中文Traditional Chinese |  |  |  |
| 英文English |  |  |  |
| 馬來文Bahasa Malaysia |  |  |  |
| 其他Others :  |  |  |  |
| **(F)其他OTHERS**  |
| 個人專長Personal Specialized Skill |  |
| 是否擁有教師准證Do you have teaching certification | 有Yes 台灣Taiwan 馬來西亞Malaysia  其他Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_無No |
| 希望待遇 Expected Salary | RM |
| 公積金號碼E.P.F.Number |  | 社會保險號碼Socso No. |  |
| 所得稅號碼Income Tax No. |  分行 Branch： |
| 銀行戶口號碼A/C. |  |
| **(G) 意願調查WILLINGNESS QUESTIONNAIRE** |
| * 學校假期舉辦課外活動或輔導課等課程。 願意配合□ 不願意配合□

Extra-curriculum or Tuition Class during school holiday. Willing Unwillingness |
| * 因學校需要，調動(變更)原職務或原職位。 願意配合□ 不願意配合□

Changing inhere position or job’s scope due to the school needed. Willing Unwillingness |
| * 協助、支援其他處室或行政單位執行工作。 願意配合□ 不願意配合□

Assist in others department to implement significance job. Willing Unwillingness |
| * 學校大型活動之籌劃。 願意配合□ 不願意配合□

Propose or organize school’s momentous function or activity. Willing Unwillingness |
| * 因學校需要，配合加班。 願意配合□ 不願意配合□

Working overtime due to the school needed. Willing Unwillingness |
| * 學校擴大招生宣傳活動。 願意配合□ 不願意配合□

Expand the school management and publicize admission of student. Willing Unwillingness |

申請者簽名Applicant Signature : ……………………… 日期Date : ………………………

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For Official Use

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| **(H) 聘用資料EMPLOY DETAILS**  |
| (1) 面試由Interview By |  | 日期Date |  |
| (2) 面試由Interview By |  | 日期Date |  |
| 最後決定Final Decision --- ☐ 接受錄用To be employ ☐ 不接受錄用Rejected  |
| 進工日期Date Join |  dd/mm/yy | 其他津貼 Other Allowance |  |
| 基薪 Basic Salary | RM |
| 備註 : 試用期3個月由進工日期開始計算。Remarks : Probation period is Three (3) month from the date join. |
| 其他說明 others remarks :  |

接受 Accepted by, 確認 Verified by, 確認 Verified by, 同意 Agreed by,

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處室主任Dean 人事Personnel 總務主任 Admin Executive 校長 Principal

 核准 Approved by, 核准Approved by,

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執董Executive Director 董事長Chairman