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

**應徵表格Job Application Form**

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| 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