

本同意書說明晶華國際酒店股份有限公司(以下簡稱本公司)將如何處理職位申請書所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得進行職位申請面談，但若您已接受職位申請面談，視為您已取得法定代理人之同意，並遵守以下本同意書的所有規範。This Consent Form stipulates how Silks Hotels Group (hereinafter referred to as “the Company”) handles all personal data collected through the Company’s Employment Application Form. By signing this Consent Form and placing a check next to “I agree”, you acknowledge that you have read and understood this Consent Form and you agree to accept the terms and conditions set out below. If you are under the age of 20, you should not participate in an interview until your parent or legal guardian has read and understood this Consent Form and agreed to accept the terms and conditions set forth herein. If you agree to participate in an interview, the Company will assume you have obtained the consent of your parent or legal guardian to the terms and conditions contained in this Consent Form as follows:

1. 本公司(晶華國際酒店股份有限公司)人力資源部取得您的個人資料，目的是作為員工招募或人事行政管理相關業務之用。在本公司遵照中華民國個人資料保護法及其他適用法律之規定，依本公司隱私權保護政策，蒐集、處理及利用您的個人資料。The Company’s Human Resources Department collects your personal data for the purposes of recruiting employees or for the administration and management of the Company’s human resources. The Company collects, uses, and maintains your personal data in compliance with The Personal Data Protection Act of the Republic of China and other applicable laws.
2. 您可依個人資料保護法及其他適用法律，就您的個人資料向本公司：(1)請求查詢或閱覽、(2)製給複製本、(3)請求補充或更正、(4)請求停止或限制蒐集、處理及利用 (5)請求刪除、(6)拒絕對個人資料的某些處理、(7)請求移轉個人資料給第三方或(8)拒絕未經您同意而受到基於您個人資料的建檔或自動化處理的任何應用(若有)。但因本公司執行職務或業務所必需者，本公司得拒絕之。但因您行使上述權利，而導致權益受損時，本公司將不負相關賠償責任。若您未錄取所申請的職位，本公司將於一個月內銷毀此職位申請書及其所蒐集的個人資料。Under the Personal Data Protection Act and other applicable laws, you may (1) enquire and request for a review of your personal data; (2) request to make duplications of your personal data; (3) request to supplement or correct your personal data; (4) request to discontinue or restrict collection, processing, or use of your personal data; (5) request to delete your personal data; (6) object to certain processing of your personal data; (7) request to transmit your personal data to a third party; and (8) object to profiling and automated decision-making (if any) on the basis of your personal data without your consent. The Company reserves the right to reject any request based on operational reasons. The Company shall not be held responsible for any damages incurred as a result of your exercising any of the above rights. If you are not subsequently hired for the position for which you have applied, this Employment Application Form and the personal data collected in relation thereto will be destroyed and deleted within one (1) month of confirmation of Company’s decision.
3. 您可自由選擇是否提供本公司您的個人資料，但若您所提供之個人資料，經檢舉或本公司不足以確認您的身分真實性或其他個人資料缺漏、冒用、盜用、資料不實等情形，本公司有權不予錄用或予以革職之處置。You may choose to provide or withhold your personal data from the Company. However, the Company reserves the right not to offer you the position due to lack of data or withdraw such offer (or terminate any employment contract, as the case may be) should such omission of data constitute a misrepresentation, a material or fraudulent non-disclosure which potentially negates your eligibility for employment.
4. 若您的個人資料有任何異動，請主動向本公司人力資源部[Emily/分機:3611/Email:emily.wong@regenttaiwan.com]申請更正，使其資料保持正確、完整性。You may contact the Company’s Human Resources Department directly at [ext.:3611/Email:emily.wong@regenttaiwan.com] for the attention of Emily to make any changes to your personal data in order to ensure that your data is accurate, up-to-date, and complete.
5. 因天災、事變，或有其他不可抗力或公司無法控制之情況導致「個人資料保護法」之違反，造成您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本公司人力資源部將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。In the event that your personal data is stolen, disclosed, altered, or infringed upon due to a force majeure event or any event beyond Company’s reasonable control, which results in the Company’s violation of the Personal Data Protection Act, the Company’s Human Resources Department shall notify you via telephone, letter, E-mail, or online announcement after relevant investigations have been concluded.
6. 您瞭解簽署此一同意書代表您已同意本公司蒐集、處理及利用您的個人資料。You acknowledge that you consent to the collection, processing, and usage of your personal data by the Company by signing this Consent Form.
7. 公司人力資源部將保留隨時修正及/或修改本同意書規範之權利，修改規範時，於公司晶頻道及公告欄公告修改之事實，不另作個別通知。如果您不同意本同意書的內容，則請勿繼續填寫同意書及職位申請書。否則將視為您已同意並接受本同意書及其增訂或修改規定之拘束。The Company’s Human Resources Department reserves the right to modify and/or amend the terms and conditions of this Consent Form from time to time by publishing the amendments on Channel R and internal notice boards without giving any individual notice. If you do not consent to any term or condition of this Consent Form, please do not continue to fill out this Consent Form and Employment Application Form, otherwise to do so shall be deemed as your consent to the terms and conditions stipulated in this Consent Form and any subsequent amendment.
8. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，不構成本公司之任何承諾或保證。Unless otherwise stipulated in this Consent Form, any written or oral comments pertaining to this Consent Form provided to you does not constitute any commitment or promise by the Company.
9. 準據法與管轄法院：本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺北地方法院為管轄法院。Governing Law and Jurisdiction: This Consent Form shall be interpreted in accordance with the laws of Taiwan, Republic of China. Any disputes arising under this Consent Form shall be submitted to the Taipei District Court for resolution.

☐ 我已閱讀並接受上述同意書內容

I acknowledge that I have read and understand the contents of this Consent Form, and give my consent to the collection and use of my Personal Data.

當事人簽名

Applicant’s Signature:

(請親簽)

日期 Date:

年 y

月 m

日 d

EMPLOYMENT APPLICATION FORM

職位申請書

Regent

TAIPEI

EMPLOYEE NO. _____

SOURCE : _____

申請職位：

期望薪資：

POSITION APPLIED : _____

SALARY EXPECTED : _____

若工作上需要，可否值夜班或輪班？

WILL YOU WORK NIGHTS OR ON A ROTATING SHIFT? 是 YES / 否 NO

中文姓名

英文別名

Name (Chinese)

Name (English)

國 籍

身份證字號/居留證號

Nationality

I.D. Card No.

出生年/月/日〔西元〕

性 別

☐女 F☐男 M

Date of Birth

Gender

手 機〔必填〕

電話號碼

Cell Phone No.

Home Telephone No.

居住住址

Current Residence

電子郵件

E-Mail

原住民

☐否；☐是，

族

身心障礙手冊

☐無；有，☐輕☐中☐重

障別：_____

Aboriginal (依據原住民族工作權保障法第12條)

Handicap Manual

(依據身心障礙者權益保護法第38條)

緊急聯絡人 Emergency Contact:

主要聯絡人 1st Name		關係 Relationship		手機/電話 Cell Phone No./ Tel. No	
次要聯絡人 2nd Name		關係 Relationship		手機/電話 Cell Phone No./ Tel. No	

台北晶華酒店實習經驗 Internship Experience in Regent Taipei

單位 Department		期間 Period	起 From	迄 To	類型 Type	☐ 半年 Half Year ☐ 一年 A Year
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任職紀錄 / 實習經驗 (先填寫現任或最近任職之商號) Employment or Internship History (List Present or Last Employer First):

公司名稱 Name of Company	地點 Location	職位 Position	工作性質 Nature of Work	期間(起~迄) Period (From~To)	離職原因/薪資 Reason for Leaving/Salary
					/
					/
					/
					/

教育背景 Educational Background:

學 歷 Education	學校名稱/科系 Name of School/Major	獲得之學位 Degree Received	From 由 Month 月 Year 年	To 至 Month 月 Year 年
最 高 Highest Education				☐ 在學中 In Progress
次 高 2nd High Education				

專長及證書 Skills & Qualifications:

技能專長/Skills	
合格證書/Certificate	

語言能力 Language Skills:

語言 Language	說 Speak			寫 Write			懂 Understand		
	優 EX.	良 G.	可 F.	優 EX.	良 G.	可 F.	優 EX.	良 G.	可 F.
中文 Mandarin									
英語 English									
日語 Japanese									
其他 Others:									
其他 Others:									

嗜好興趣 Interests & Hobbies:

1		2		3	
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館內介紹人 Internal Referral:

姓名 Name	單位 Department	職位 Position	關係 Relationship

健康狀況及特殊資訊: Medical History/Supplementary Information

(請圈選 Please Circle the Answer, 如本人認為與所應徵工作無關或本人不願意提供者, 可免圈選 You may choose not to answer any question which is irrelevant to the position for which you apply or if you are not willing to answer.)

1. 您是否曾患有慢性疾病、經歷重大手術或有過敏體質
Have you suffered from any chronic diseases, undergone major surgery, or had allergic reactions :
否 No / 是 (請說明) Yes (Please specify) _____

2. 目前身體是否有任何狀況, 會影響從事久走、久站、搬重物及執行必要之工作
Have you suffered from any illnesses or undergone surgery that may prevent you from walking or standing for a long period of time?
否 No / 是 (請說明) Yes (Please specify)_____

3. 是否患有下列法定傳染病
Have you suffered from any of the following infectious diseases?
否 No / 是 (請說明) Yes (Please specify) : (a) 肺結核 Tuberculosis (b) A型肝炎 Hepatitis A
(c) 傷寒帶菌者 Typhoid carrier (d) 化膿性皮膚病 Suppurative skin disease (e) 其它 Others _____.

4. 是否有前科紀錄 Do you have a criminal record?
否 No/ 是 (請說明何時及罪名) Yes (Please specify date and the nature of the criminal charges) _____

5. 是否有親友任職於本公司 Are you related to or acquainted with a staff member at the Company ?
否 No/ 是 (請提供資料) Yes (Please provide the individual's information) :
姓名Name:_____ 部門Department:_____ 關係Relationship:_____

本人在此陳述以上所寫資料為真實並無任何虛偽造假或隱匿, 若因個人因素造成事後公司的損失, 本人願意負擔連帶責任。 By signing below, I certify that all information provided in this application form is true and correct to the best of my knowledge. I agree to bear full responsibility and release the Company from any and all liability should any error or oversight on my part result in a loss for the Company.

簽名 Applicant's signature

填表日期 Date

For Authorized Internal Staff Only

■ 面談評估 INTERVIEW ASSESSMENT

初試 First Interview		複試 Second Interview	
☐ 推薦 Recommended	☐ 拒絕 Declined ☐ 保留 Talent Pool	☐ 推薦 Recommended	☐ 拒絕 Declined ☐ 保留 Talent Pool
總評 Comments:		總評 Comments:	
簽名：Signature		簽名：Signature	
日期：Date		日期：Date	

■ 任用決定 APPROVAL TO HIRE

任用單位填寫 TO BE COMPLETED BY HIRING DEPARTMENT					
➤ 若該員工符合公司實習生回聘相關規定，必將予以年資續計。 Should aforementioned staff meet the criteria of rehire intern status, prior length of service shall be accumulated. ➤ 資歷查核 Reference Check ☐ 需要 YES ☐ 不需要 NO 。(C grade 以上必填 Required for C grade and above)					
單位 Department		職稱 Position	☐ 半職 Permanent Part-Time	職級 Grade	
編制/實際人力 Budget/Actual Manning		薪資 Salary		津貼 Allowance	
單位主管 Department Head signature:			部門主管 Division Head signature:		

人資單位填寫 TO BE COMPLETED BY HUMAN RESOURCES			
薪資級距 Salary Range		任用日期 On Board Date	
年資續計：期間/時數_____		續計_____年	
Length of Service Accumulation: (period/hours)		Accumulated as _____ years	

人資主管 HR	總經理 GM	集團財務長 Group C.F.O	B 職級(含)以上 (for B Grade and above)
			董事長 Chairman

HR 備註 HR NOTES

Contact	
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Physical Examination Notice	啟新(行天宮)	松山三總	其他

Received		
Interviewed		
Result	☐ Possible On Board Date ☐ Thank You Letter	
GM	Sent Out	Returned
CFO	Sent Out	Returned
Employment	☐ EMAIL	
Notice Sent	☐ In Person	