**公 務 人 員 履 歷 表〈簡 式〉**

**Civil Servant Resume (abridged version)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名  Full name | |  | | | | 英文姓名  (應與護照證件相符且姓氏在前)  English name  (Surname first, as shown on passport) | | | | |  | | | | | | |  | | | | |
| 國民身分證統一編號  National ID Card No. | |  | | | | 護照號碼  Passport No. | | | | |  | | | | | | |  | | | | |
| 出生日期  (以上欄位應與戶籍登記相符)  Date of birth  (As shown on official records) | | (yyyy/mm/dd) | | | | 外國國籍  (請勾選)  Other nationalities  (Please tick the box) | | | | | 🞎 無Nil  🞎 有Yes.  國籍Nationality: | | | | | | | 請 黏 貼 或列 印 最 近 二 吋 半 身 正 面 脫 帽 彩 色 照 片  Please attach a 2 x 2 inches, recent color photograph without headwear. | | | | |
| 性 別  (請勾選)  Sex  (Please tick the box) | | 🞎 男Male  🞎 女Female | | | |  | | | | |
| 通訊處Mailing address | | 戶籍地Registered address | | 🞎🞎🞎🞎🞎 (郵遞區號Postcode)　　 縣(市)County (City)　　 　鄉(鎮市區)Township　　　　村(里)Village　  鄰Neighborhood　 　 路(街)Road (Street)　 段Section　　巷Lane　 弄Alley　　 號Number　 樓Floor | | | | | | | | | | | | | |  | | | | |
| 現居住所Current residential address | | 🞎同戶籍地Same as household address  🞎🞎🞎🞎🞎 (郵遞區號Postcode)　　 縣(市)County (City)　　 　鄉(鎮市區)Township　　　　村(里)Village　  鄰Neighborhood　 　 路(街)Road (Street)　 段Section　　巷Lane　 弄Alley　　 號Number　 樓Floor | | | | | | | | | | | | | | 電話號碼  Phone No. | | 住宅Landline: ( )  手機Mobile: | | |
| 電子郵件信 箱  Email address | |  | | | | | | | | | | | | | |
| 緊 急  通知人  Emergency contact | | 姓 名Full name | |  | | | | | | 關 係Relation-ship | | | |  | | | | 電話號碼  Phone No. | | 住宅Landline: ( )  手機Mobile:  公司Office: ( ) | | |
| 學歷Education | | | | | | | | | | | | | | | | | | | | | | |
| 學校名稱  Name of school | | | 院、系（所、學位  學程）、班、組  College, Department (Graduate School, Degree, Program), Class, Division | | 實際修業期間  Academic period | | | | | | | | 區 分  (請勾選)  Status  (Please tick the box) | | | | | | 教 育  程 度  (學位)  Educa-tion level (Degree) | | 證書日期  文 號  Date of issue, Diploma No. | 初任公職時  已取得之  最高學歷  (請以「V」表示)  Highest qualification obtained on the first civil service employment  (Tick “V” in the appropriate box) |
| 起(年、月)  From (yyyy/mm) | | | 迄(年、月)  To  (yyyy/mm) | | | | | 畢業  Graduated | | 結業  Completed | 肄業  Incomplet-e | | |
|  | | |  | |  | |  |  | | | |  |  | |  |  | | |  | |  |  |
|  | | |  | |  | |  |  | | | |  |  | |  |  | | |  | |  |  |
|  | | |  | |  | |  |  | | | |  |  | |  |  | | |  | |  |  |
| 考試Examination | | | | | | | | | | | | | | | | | | | | | | |
| 年 度  Year | 考 試  Examination | | | | | | | | 類 科 別  Category / Subject | | | | | | | | 證書日期文號  Date of Certificate and Certificate No. | | | | | |
|  |  | | | | | | | |  | | | | | | | |  | | | | | |
|  |  | | | | | | | |  | | | | | | | |  | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 專 門 職 業 及 技 術 人 員 資 格 或 檢 覈  Specialized profession and technical staff qualifications or review | | | | | | | | | | | | | | | | | | | | | | | | |
| 考試或檢覈及格證書  Examination or verified certificate | | | | | | | | | | | | | | | | | | 專業證照  Professional certificate or license | | | | | | |
| 年 度  Year | 類 科  Category | | | | | 生效日期  Effective date | | | | | | | | | 日期文號  Document date and No. | | | 核發機關  Issuing institution | | | | | 日期文號  Document date and No. | |
| 年  Year | | | 月  Month | | 日  Day | | | |
|  |  | | | | |  | | |  | |  | | | |  | | |  | | | | |  | |
|  |  | | | | |  | | |  | |  | | | |  | | |  | | | | |  | |
|  |  | | | | |  | | |  | |  | | | |  | | |  | | | | |  | |
| 專長及語言能力  Profession and language proficiency | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 證照Certificate and license | | | | | | | | | | | | | | | | | | | | | | | | |
| 專長項目  Profession | | 證照名稱  Name of certificate and license | | | 生效日期Effective date | | | | | | | 證件日期文號  Document date and No. | | | | | 認證機關  Issuing institution | | | 專長描述  Description of profession | | | | |
| 年  Year | | 月  Month | | | 日  Day | |
|  | |  | | |  | |  | | |  | |  | | | | |  | | |  | | | | |
|  | |  | | |  | |  | | |  | |  | | | | |  | | |  | | | | |
|  | |  | | |  | |  | | |  | |  | | | | |  | | |  | | | | |
| 2. 語言能力Language proficiency | | | | | | | | | | | | | | | | | | | | | | | | |
| 語言類別  Language | | 測驗名稱  Name of test | | | | | | 測驗日期  Date of test | | | | | | 證件日期文號  Date of Certificate and Certificate No. | | | 認證機關  Issuing institution | | | 檢定成績  Result | | | | 備註  Remarks |
|  | |  | | | | | |  | | | | | |  | | |  | | |  | | | |  |
|  | |  | | | | | |  | | | | | |  | | |  | | |  | | | |  |
|  | |  | | | | | |  | | | | | |  | | |  | | |  | | | |  |
| 兵役Military service | | | | | | | | | | | | | | | | | | | | | | | | |
| 役 別  Military service type | | |  | | | | | | 軍 種  Force type | | | |  | | | | | | 官(兵)科  Officer (soldier) branch | | |  | | |
| 退 伍  軍 階  Rank upon military discharge | | |  | | | | | | 服 役  期 間  Military service period | | | | 起From: (yyyy/mm/dd)  迄To : (yyyy/mm/dd) | | | | | | 退伍令  字 號Military Discharge Order No. | | |  | | |
| 身心障礙註記Disability | | | | | | | | | | | | | | | | 原住民族註記Indigenous people | | | | | | | | |
| 種 類Type | | | | 等 級Level | | | | | | | | | | | | 身分別Identity | | | | | 族 別Tribe | | | |
|  | | | |  | | | | | | | | | | | |  | | | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 家庭Family | | | | | | | | | |
| 稱謂Relation to applicant | 姓名Full name | | 國民身分證  統一編號  National ID Card No. | | 出 生 日 期  Date of birth | | | | 職業Occupation |
| 年  Year | 月  Month | 日  Day | |
|  |  | |  | |  |  |  | |  |
|  |  | |  | |  |  |  | |  |
|  |  | |  | |  |  |  | |  |
|  |  | |  | |  |  |  | |  |
| 本 人 及 配 偶 曾 獲 配 公 教 貸 款 或 配 購 公 教 住 宅 註 記  Civil servant and teacher loan, or civil servant and teacher residence ownership  allocated to you and your spouse  🞎曾獲配公教貸款 Has previously received a civil servant and teacher loan.  🞎曾配購公教住宅Has previously purchased a civil servant and teacher residence.  🞎未曾獲配公教貸款或配購公教住宅 None of the above.  (請勾選Please tick the box) | | | | | | | | | | |
| 簡 要 自 述  Autobiography | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 填 表 人  Applicant | | 承 辦 人 員  Administrator | | 人 事 主 管  Personnel supervisor | | | | 機 關 首 長  Section head | |
|  | |  | |  | | | |  | |
| 日期Date: (yyyy/mm/dd) | | | | | | | | | |

填 表 說 明

Notes for Completing the Form

1. 本表依公務人員任用法施行細則第29條規定訂定，係屬正式公文書，填表人務必依照規定親自據實填寫，字跡工整，如由他人填寫或由電腦列印者，須由本人親自簽名及蓋章，如有不實情事者，自負全責。

This Form, made in accordance with the provision of Article 29 of Enforcement Rules of Civil Service Employment Act, is a formal official document. The person completing this Form must fill it out in person in neat handwriting based on the facts in accordance with the provision. If this Form is to be filled out by other person or printed by computer, the person concerned of the Form has to personally sign and affix his/her personal seal on the Form. Should this Form contain anything untrue, the person concerned should take full responsibilities.

1. **本(簡式)表適用對象：**初次任職公務人員送審時應填具之公務人員履歷表僅須填寫個人之基本資料者。若不敷填寫者，仍請使用一般公務人員履歷表。

Applicable subjects of this Form (Simple Type): On the Civil Servant Resume that should be completed by a person who has civil service employment for the first time, this person only has to write down the basic information. Even if the space is not enough for writing, please still use the General Civil Servant Resume.

1. 本表各項目欄內之數字使用，請依行政院「公文書橫式書寫數字使用原則」填寫，並一律以「民國」表示年代。

Regarding the use of numerals in the various blanks of this Form, please follow the “Principles of the Use of Numerals in Horizontal Writing on Official Documents” when filling out the Form, and use the “year of the Republic of China” to indicate all the years in the Form.

1. 「學歷」項：

Item of “Academic qualifications”:

1. 填寫範圍以接受國內外正規學制教育已畢業，或結(肄)業並具有證明文件為限，至少須填1筆最高畢業學歷，惟大學以上畢(結、肄)業學歷有數個時，則依修業順序逐筆填寫。國外學歷並依「國外學歷查證(驗)及認定作業要點」查證認定後登錄。初任公職者，以勾選「已畢業」之學歷為限，肄業及結業之學歷，毋須勾選。

The scope of academic qualifications is limited to the regular academic education received in Taiwan and foreign countries, or the completed (incomplete) education having certifying documents. You have to write down at least one item of the highest level of education you completed. When the graduated (completed, incomplete) education above undergraduate level has several items, please write down all of them one by one according to the order of studying. Regarding the education received in foreign countries, it will only be registered after being verified and recognized in accordance with “Operating Guidelines for Verification (Checking) and Recognition of Foreign Education Qualifications. Those having civil service employment for the first time can only tick the box of “Graduated,” and need not tick the boxes of Incomplete and Completed.

1. 「教育程度(學位)」欄，請依下列分類選填：  
   10國小 2l國(初)中 22初職 23簡易師範 31高中 32高職 33師範 41二專 42三專 43五專 44六年制醫專(舊制) 50大學(含軍校、警校取得學士學位者) 51二技 52四技 60碩士 70博士

For the item of “Education level (Degree),” please write down the following numbers that signify different education levels:

|  |  |  |  |
| --- | --- | --- | --- |
| **10** Elementary school | **21** Junior high school | **22** Vocational school | **23** Simple normal school |
| **31** Senior high school | **32** Vocational college | **33** Normal school | **41** 2-Year junior college |
| **42** 3-Year junior college | **43** 5-Year junior college | **44** 6-year medical college (old system) | |
| **50** University (including military academy and police college where bachelor’s degree is obtained) | | | |
| **51** 2-Year technical program | **52** 4-Year technical program | **60** Master’s program | **70** Doctoral program |

1. 「考試」及「專門職業及技術人員資格或檢覈」項：

Items of “Examination” and “Specialized profession and technical staff qualifications or review”:

1. 「考試」指考選機關舉辦之各類公職考試及格並取得及格證書者，請按先後順序全部填載，不得遺漏。

“Examination” refers to different kinds of civil service employment examinations held by the examination institution, which you have passed and obtained the related passed certificates. Please write down all of them in proper sequence of examinations and do not miss out anyone of them.

1. 「類科別」欄，填寫考試及格之職系類科。

For the blank of “Category,” please write down the examination of the category of vocational system that you passed.

1. 專門職業及技術人員資格或檢覈之「考試或檢覈及格證書」，指參加專門職業及技術人員考試及格並取得及格證書者，或經考選機關檢覈及(合)格並取得證書者。請按先後順序全部填載，不得遺漏。公職候選人檢覈資格免填。

The “Examination or the verified certificate” under “Specialized profession and technical staff qualifications or review” refers to the specialized profession and technical staff examination that you have passed and obtained the certificate, or that has been reviewed by the examination institution and found you have passed and obtained the certificate. Please write down all of them in proper sequence of examinations and do not miss out anyone of them. If you are a candidate of civil servant with qualifications being reviewed, you need not fill in this blank.

1. 「專長及語言能力」項：

Item of “Professional specialty and language proficiency”:

1. 取得民間證照考試合格資料者，請依年度順序逐筆逐項填寫。

If you have passed any examinations held by private institutions and obtained the related certificates or licenses, please write them down one by one in chronological order.

1. 專長項目欄，請依下列分類選填：

A001:車輛駕駛；A002:汽車維修；A003:電器維修；A004:冷凍空調維修

A005:烹飪廚藝。

若有其他專長項目僅填專長，不填編號。

For the blank of Professional specialty, please fill in the blank according to the following categorization:A001: Vehicle driving; A002: Vehicle maintenance; A003: Electrical appliances maintenance; A004: Refrigerated air-conditioner maintenance; A005: Cooking.If you have any other professional specialties, please write them down and do not need to write any number.

1. 語言類別欄，包含本國語言及外國語言。

For the blank of Language, it includes the native language and foreign languages.

1. 「兵役」項：

Item of “Military service”:

1. 凡已服役者均應填寫。

All those have completed compulsory military service should fill in this blank.

1. 「役別」、「軍種」、「官(兵)科」、「退伍軍階」、「服役期間」等請依照退伍令記載填寫。

For the blanks of “Military service type,” “Force type,” “Officer (soldier) branch,” “Rank upon military discharge,” “Military service period,” etc., please fill in the blanks according to the information recorded in the Military Discharge Order.

1. 「身心障礙註記」之「種類」及「等級」欄，請參考身心障礙手冊填寫。「原住民族註記」，以經戶政機關依原住民民族別認定辦法完成登記者為限，又「身分別」欄，請填平地或山地。

For the blanks of “Type” and “Level” under “Disability,” please fill in the blanks according to the information on your Disability Manual. For the item of “Indigenous people,” the persons filling in the blanks are limited to those having completed registration at a household registration institution in accordance with Identification Methods of Indigenous Peoples. Besides, for the blank of “Identity,” please write either flatland or mountain.

1. 「家屬」項：

Item of “Family”:

1. 家屬，請填父母、配偶、子女。

For family, please write the information of your parents, spouse and children.

1. 出生日期，如係民國前出生者，請加填「前」字。

For date of birth, if a person was born before the first year of the Republic of China, please specify “before the first year of the Republic of China.”

1. 本表填表人所填各欄，經各服務機關人事單位查對無訛後，除填表人簽名及蓋章外，機關首長、人事主管及承辦人員３欄位，請蓋職章，無職章者請蓋職名章，無職名章者請簽名。

For the various blanks filled out by the person completing this Form, after the personnel units of different servicing institutions have checked the contents and found them to be true, not only the person completing this Form has to sign and affix his/her personal seal on the Form, in the 3 blanks of Head of institution, Personnel Supervisor and Person-in-charge, these persons will sign and affix their job seals. Those without job seals may affix their position seals; and those without position seals may sign their name.

1. 本表各欄填載資料如有異動，請填表人儘速檢證通知服務機關人事單位更正。

Should there be alterations with the information written in different blanks, the person filling out his Form should attach the related evidence to inform the personnel unit of the servicing institution as soon as possible so as for making correction.