**公 務 人 員 履 歷 表〈一般〉**

**Resume Form for Civil Servants [General]**

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| 姓 名  Name |  | | | 英文姓名  (應與護照證件相符且姓氏在前)  English Name  (should match the name on the passport (surname first)) | | | | |  | | | | | |  | | | |
| 國民身分證統一編號  ID No. |  | | | 護照號碼  Passport No. | | | | |  | | | | | | 請 黏 貼 或列 印 最 近 二 吋 半 身 正 面 脫 帽 彩 色 照 片  Please affix or print a recent 2.5 inch full face, hatless color photo. | | | |
| 出生日期  (以上欄位應與戶籍登記相符)  Date of Birth  (Should be the same as that in the household registration) | 民國　 年　 月 　日 [Year/Month/Date] | | | 外國國籍  (請勾選)  Foreign Citizenship  (please select one] | | | | | □無None  □有，國籍：  Yes, Nationality: | | | | | |  | | | |
| 性 別  (請勾選)  Gender | □男 Male  □女 Female | | |  | | | |
| 通訊處 Mailing Address | 戶籍地 Permanent Address | □□□□□（郵遞區號）　　　　縣（市）　　　鄉（鎮市區）　　　　村(里)　 鄰　 　 路（街）　 段　　巷　 弄　　號　 樓  Zip Code: 　 　 County/City: 　 　 Township/District: 　 　 Village/Neighborhood: 　 Road/Street: 　 Section: 　 Lane: 　 Alley: 　 No.: 　 Floor | | | | | | | | | | | | |  | | | |
| 現居住所 Current Address | □同戶籍地  □□□□□（郵遞區號）　　　　縣（市）　　　鄉（鎮市區）　　　　村(里)　 鄰　 　 路（街）　 段　　巷　 弄　　號　 樓  Zip Code: 　 　 County/City: 　 　 Township/District: 　 　 Village/Neighborhood: 　 Road/Street: 　 Section: 　 Lane: 　 Alley: 　 No.: 　 Floor | | | | | | | | | | | | | 電話號碼  Telephone | 住宅:（　）  Home:  手機:  Mobile: | | |
| 電子信箱  E-mail |  | | | | | | | | | | | | |
| 緊 急  通知人 Emergency Contact Person | 姓 名 Name |  | | | | | | 關 係 Relationship | | |  | | | | 電話號碼 Telephone | 住宅:（　）  Home:  手機:  Mobile:  公:（　）  Office: | | |
| 學歷 Education | | | | | | | | | | | | | | | | | | |
| 學校名稱  School Name | | | 院、系（所、學位  學程）、班、組 College, Department (Institute, Degree Program), Class, Group | | 實際修業期間 | | | | | 區 分(請勾選) | | | | 教 育  程 度  (學位) Education Level (Degree) | | | 證書日期  文 號 Certificate Date  No. | 初任公職時已取得之最高學歷(請以「V」表示)  Highest Education Obtained When First Appointed as a Civil Servant (Please indicate with "v.") |
| Actual Study Period | | | | | Division (Please check one) | | | |
| 起(年、月) Start (Year, Month) | | 迄(年、月)  End (Year, Month) | | | 畢業  Graduated | | 結業  Completed | 肄業  Not Completed |
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| 考 試 或 晉 升 官 等資位 訓 練  Examination or Promotion Training | | | | | | | | | | |
| 年 度 Year | 考試或晉升官等資位訓練  Examination or Promotion Training | | | | | | 類 科 別  Classification | | 證書日期文號  Certificate Date/No. | |
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| 專 門 職 業 及 技 術 人 員 資 格  Qualifications for Professional and Technical Personnel | | | | | | | | | | |
| 考試及格證書  Certificate | | | | | | | | 專業證照  Professional License | | |
| 年 度 Year | | 類 科  Classification | 生效日期 Effective Date | | | 日期文號  Date/No. | | 核發機關  Issued by | | 日期文號  Date/No. |
| 年 Year | 月 Month | 日 Date |
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| 經歷及現職（任免及銓敘審定）  Experience and Current Position (Appointment and Personnel Review and Approval) | | | | | | | | | | | | |
| 服務機關 Service Organization | 職 稱  (專任及  法定兼職) Job Title (Full-time and Statutory Part-time) | 職務列等 Rank Level | 主管級別  Supervisory Level | 任 職 Appointment | 免 職 Dismissal | 銓敘審定  Review and Approval | | | | 異動(卸職)原因 Reason for Change of Job (Resignation) | 請任（免）  核發日期文 號 Appointment (Dismissal)  Date of Issuance  No. | 不必銓審註記Does Not Require Examination and Approval Notation |
| 日 期  文 號 Date/No. | 日 期  文 號 Date/No. | 核定日期文號 Date of Ratification/ No. | 審查結果 Evaluation Result | 俸 級  （薪級）Salary | 暫(照)支  俸 點  （薪點）Temporary Salary Point |
| 職務編號 Position No. | 職 系  Job Classification | 人員區分  Personnel Classification | 實 際  到職日 Actual Employment Date | 實 際  離職日 Actual Departure Date | 官等職等(官稱官階、  官職等階級、  級別或資位)Official Title (Rank, Grade, Position) | 俸 點  （薪點）Salary | 生 效  日 期 Effective Date |
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| 經歷及現職（任免及銓敘審定）  Experience and Current Position (Appointment and Personnel Review and Approval) | | | | | | | | | | | | |
| 服務機關 Service Organization | 職 稱  (專任及  法定兼職) Job Title (Full-time and Statutory Part-time) | 職務列等 Rank Level | 主管級別  Supervisory Level | 任 職 Appointment | 免 職 Dismissal | 銓敘審定  Review and Approval | | | | 異動(卸職)原因 Reason for Change of Job (Resignation) | 請任（免）  核發日期文 號 Appointment (Dismissal)  Date of Issuance  No. | 不必銓審註記Does Not Require Examination and Approval Notation |
| 日 期  文 號 Date/No. | 日 期  文 號 Date/No. | 核定日期文號 Date of Ratification/ No. | 審查結果 Evaluation Result | 俸 級  （薪級）Salary | 暫(照)支  俸 點  （薪點）Temporary Salary Point |
| 職務編號 Position No. | 職 系  Job Classification | 人員區分  Personnel Classification | 實 際  到職日 Actual Employment Date | 實 際  離職日 Actual Departure Date | 官等職等(官稱官階、  官職等階級、  級別或資位)Official Title (Rank, Grade, Position) | 俸 點  （薪點）Salary | 生 效  日 期 Effective Date |
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| 經歷及現職（任免及銓敘審定）  Experience and Current Position (Appointment and Personnel Review and Approval) | | | | | | | | | | | | |
| 服務機關 Service Organization | 職 稱  (專任及  法定兼職) Job Title (Full-time and Statutory Part-time) | 職務列等 Rank Level | 主管級別  Supervisory Level | 任 職 Appointment | 免 職 Dismissal | 銓敘審定  Review and Approval | | | | 異動(卸職)原因 Reason for Change of Job (Resignation) | 請任（免）  核發日期文 號 Appointment (Dismissal)  Date of Issuance  No. | 不必銓審註記Does Not Require Examination and Approval Notation |
| 日 期  文 號 Date/No. | 日 期  文 號 Date/No. | 核定日期文號 Date of Ratification/ No. | 審查結果 Evaluation Result | 俸 級  （薪級）Salary | 暫(照)支  俸 點  （薪點）Temporary Salary Point |
| 職務編號 Position No. | 職 系  Job Classification | 人員區分  Personnel Classification | 實 際  到職日 Actual Employment Date | 實 際  離職日 Actual Departure Date | 官等職等(官稱官階、  官職等階級、  級別或資位)Official Title (Rank, Grade, Position) | 俸 點  （薪點）Salary | 生 效  日 期 Effective Date |
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| 備 註 Note | | | | | | | | | | | | |
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| 考 績 ( 成 ) 或 成 績 考 核  Performance or Grade Evaluation | | | | | | | | | | |
| 年別 Year | 區分 Category | 總分 Total Score | 等次 Rank | 核定獎懲  Approved Rewards and Penalties | 官等職等  (官稱官階、  官職等階級、  級別或資位)  Official Rank and Position Level | 俸 級  (薪級)  Salary Level | 俸 點(薪點) Salary | 暫(減)支俸點(薪點)  Temporary/Reduced Salary | 核定日期文號 Approved Date/ Document No. | 銓敘審定日期文 號 Review and Approval Date/Document No. |
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| 考 績 ( 成 ) 或 成 績 考 核  Performance or Grade Evaluation | | | | | | | | | | |
| 年別 Year | 區分 Category | 總分 Total Score | 等次 Rank | 核定獎懲  Approved Rewards and Punishments | 官等職等  (官稱官階、  官職等階級、  級別或資位)  Official Rank and Position Level | 俸 級  (薪級)  Salary Level | 俸 點(薪點) Salary | 暫(減)支俸點(薪點)  Temporary/Reduced Salary | 核定日期文號  Approved Date/ Document No. | 銓敘審定日期文 號 Review and Approval Date/Document No. |
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| 備 註 Note | | | | | | | | | | |
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| 獎 懲  Reward/Punishment | | | |
| 事 由  Reason | 核 定 結 果 Verification Results | 核 定 機 關  Verified by | 核定日期  文 號  Verification Date  No. |
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| 專長及語言能力  Special Skills and Language Skills | | | | | | | | | | |
| 一、證照  I. Licenses/Certifications | | | | | | | | | | |
| 專長項目 Special Skills | 證照名稱 Certification Name | 生效日期 Effective Date | | | | 證件日期文號 Certificate Date/No. | | 認證機關  Certified by | 專長描述  Description of the Special Skill | |
| 年 Year | 月 Month | | 日 Date |
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| 二、語言能力  II. Language Skills | | | | | | | | | | |
| 語言類別 Language Category | 測驗名稱  Test Name | | | 測驗日期 Test Date | | | 證件日期文號 Certificate Date/No. | 認證機關  Certified by | 檢定成績  Test Scores | 備註  Notes |
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| 檢 覈  Inspection | | | | | | | | | | | |
| 年 度  Year | | 類 科  Category | | | | 生 效 日 期  Effective Date | | | | 證書日期文號Certificate Date/No. | |
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| 甄 審  Selection and Examination | | | | | | | | | | | |
| 資位官稱類別  Position/Title Category | 甄 審 名 稱  Name of Selection and Examination | | 生 效 日 期 Effective Date | | | | 甄 審 機 關  Selected and Examined by | | | | 證件日期文號 Certificate Date/No. |
| 年 Year | 月 Month | 日 Date | |
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| 兵 役  Military Service | | | | | | | | | | | | | | | |
| 役 別  Type of Service | | | | |  | 軍 種 Military Branch | |  | | | 官(兵)科 Officer (Enlisted) Branch | | |  | |
| 退 伍  軍 階  Military Rank at Discharge | | | | |  | 服 役  期 間 Service Period | | 起：　　　年　　月　　日  迄： 　　年　　月　　日  From [Year][Month][Date]  to [Year][Month][Date] | | | 退伍令  字 號 Discharge Order No. | | |  | |
| 教 師 資 格  Teaching Qualifications | | | | | | | | | | | | | | | |
| 區 分  (請勾選)  Division  (Please check) | | | | 資格或階段別及任教科別 Qualification or Stage and Teaching Subjects | | | 送審學校或師資培育之大學  Submitting School or University for Teacher Education | | | 生效日期 Effective Date | | | | | 證件日期文號 Certificate Date/No. |
| 1.檢定 Certification | 2.登記 Registration | 3.加科登記 Additional Subject Registration | 4.審定 Examination | 年 Year | | 月 Month | | 日 Date |
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| 身心障礙註記  Physical and Mental Disabilities | | | | | | | | | 原住民族註記  Indigenous Peoples | | | | | | |
| 種 類  Category | | | | | | 等 級  Level | | | 身分別  Identity | | | | 族 別  Ethnicity | | |
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| 家 屬  Family Members | | | | | | |
| 稱 謂  Title | 姓 名  Name | 國民身分證  統一編號  ID No. | 出 生 日 期  Date of Birth | | | 職 業  Occupation |
| 年  Year | 月 Month | 日  Date |
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| 本 人 及 配 偶 曾 獲 配 公 教 貸 款 或 配 購 公 教 住 宅 註 記  □曾獲配公教貸款 □曾配購公教住宅 □未曾獲配公教貸款或配購公教住宅  (請勾選)  Notation of Applicant and Spouse's Past Public Service Loans or Public Service Housing Purchase  □Previously received a public service loan □Previously purchased public service housing □Never received a public service loan or purchased public service housing  (Please check accordingly) | | | | | | |

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| 訓 練 及 進 修  Training and Continuing Education | | | | | | | | | | | | | |
| 區 分  (請勾選)  Category  (Please check) | | | | 訓 練 進 修  機 關（構）Institution | 名 稱  (程 度)  Name (Level) | 課程  性質 Course Type | 機關  選送  (請勾選) Institution Selection (Please check) | | 期別 Period | 起(年月日)  Start (Year/Month/Date) | 迄(年月日)  End (Year/Month/Date) | 訓練  時數(學分數) Training Hours (Number of Credits) | 證件日期  文 號 Certificate Date/No. |
| 國 內 Domestic | | 國 外 Overseas | |
| 1. 訓練   Training | 1. 進修   Continuing Education | 1. 訓練   Training | 1. 進修   Continuing Education | 是 Yes | 否 No |
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| 簡 要 自 述  Brief Summary of Experience | | | |
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| 填 表 人  Applicant | 承 辦 人 員  Undertaker | 人 事 主 管  Personnel Supervisor | 機 關 首 長  Head of Organization |
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| 中華民國 年 月 日  Date: | | | |

填 表 說 明

Instructions

一、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。

1. This form is established in accordance with Article 29 of the Regulations for the Implementation of the Civil Service Employment Act and is an official document. The person filling out the form must personally complete it truthfully and legibly in accordance with the regulations. If someone else fills in the form on behalf of the individual or if printing it out on a computer, the individual must sign and stamp it personally. The individual is fully responsible for any false information provided in this form.

二、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。

1. When filling out the numbers in each item of this form, please follow the Principles for Writing Numerals in Official Documents in Horizontal Format established by the Executive Yuan, and use the "ROC" to indicate the era.

三、「學歷」項：

(一)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。

(二)「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

1. "Education" items:
2. This item is limited to those who have graduated from formal domestic or foreign educational systems, or who have completed studies and have supporting documents. At least one highest degree obtained must be filled in, but if there are multiple degrees obtained above university level, they should be filled out in order of completion. Foreign degrees should be verified and registered according to the Foreign Degree Verification and Accreditation Operational Guidelines. For first-time public officials, only degrees completed and graduated should be indicated, while degrees completed or studied without graduation should not be included.
3. In the "Educational Level (Degree)" column, please select one of the following categories:

10.Elementary School 21. Junior High School 22. Vocational Junior High School

23. Normal School 31. Senior High School 32. Vocational High School

33. Normal University 41. Two-Year Junior College 42. Three-Year Junior College

43. Five-Year Junior College 44. 6-Year Medical College (old system)

50. University (including graduates of military and police academies)

51. Two-Year Junior College of Technology 52. Four-Year Junior College of Technology 60. Master's Degree 70. Doctoral Degree.

四、「考試或晉升官等資位訓練」及「專門職業及技術人員資格」項：

(一)「考試或晉升官等資位訓練」指考選機關舉辦之各類公職考試及格並取得及格證書者，或經晉升官等(資位)訓練合格並取得合格證書者，請按先後順序全部填載，不得遺漏。

(二)「類科別」欄，填寫考試及格之職系類科。

(三)專門職業及技術人員資格之「考試及格證書」，指參加專門職業及技術人員考試及格並取得及格證書者，請按先後順序全部填載，不得遺漏。

1. The "Examination or Promotion Training" and "Qualification for Professional and Technical Personnel" sections:
2. "Examination or Promotion Training" is applicable for those who have passed various types of public service examinations organized by relevant examination and selection agencies, and obtained a certificate indicating that they passed, or those who have passed the training for promotion to official positions (ranks) and obtained a qualification. Please fill in all such qualifications in chronological order.
3. In the "Subject Category" column, please fill in the job series or category in which the examination was passed.
4. "Certificate of Passing the Professional and Technical Personnel Examination" refers to those who have passed the examination for professional and technical personnel and obtained a certificate. Please fill in all such qualifications in chronological order.

五、「經歷及現職(任免及銓敘審定)」項：

(一)本項初任者請填寫現職；有多筆經歷者，請依序逐筆填寫，現職應為最後1筆。

(二)填寫本表時，1筆經歷如有多筆銓敘審定資料時，請填寫該筆經歷之每1筆銓敘審定資料。

(三)「職稱(專任及法定兼職)」欄，指現職職務之稱謂，如「專員」。若屬法定兼職者，以經銓敘審定之職稱為限，如「研究員兼課長」。

(四) 「職務列等」欄，指依職務列等表所列之官職等填寫；惟官職等有2組以上者，例如科員職務列等為「委任第五職等或薦任第六職等至第七職等」，僅填1組當事人所占之官職等。

(五)「職務編號」欄，由人事單位填寫。

(六)「職系」欄，指現職職務所歸之職系，如「一般行政」職系。

(七)「主管級別」欄，「主管」指機關組織法、組織通則、組織自治條例、組織規程、組織準則及編制表所置之首長、副首長、行政性幕僚長－秘書長、主任秘書或總核稿秘書、技術性幕僚長－總工程司、主任工程司或總核稿技正，以及內部單位主管、副主管，不含任務編組之職務。另其「級別」之一級、二級、三級、四級(以下)等單位層級之分類，係按機關組織法規所成立專責單位（包括業務單位、輔助單位或派出單位等）之行政層級區分，其中一級單位之行政層級並不為其他單位之下，其主管直接對機關首長負責；二級單位係隸屬於一級單位之下；三級、四級(以下)等單位，依序類推。請人事單位依上開「主管」與「級別」之區分方式填入適當代碼：

1.首長 2.副首長 3.一級主管 4.二級主管 5.三級主管

6.四級以下主管 7.一級副主管 8.二級副主管 9.三級副主管

(八)「人員區分」欄，請各人事單位填入下列適當代號表示：

1.司法人員 2.外交人員 3.警察人員 4.關務人員 5.交通事業人員

6.審計人員 7.主計人員 8.人事人員 9.政風人員 10.教育人員

11.一般人員 12.聘用人員 13.約僱人員 14.駐外人員 15.醫事人員

71主辦會計人員 72主辦統計人員 73會計佐理人員 74統計佐理人員

(九)「任職」、「免職」欄，係填寫派令之日期、文號。

(十)「銓敘審定」欄之各子項，請依銓敘部之銓敘審定函填寫。

(十一)「不必銓審註記」人員，指凡未納入銓敘範圍者，如國營事業機構等人員，由人事單位在該欄內打「v」表示。

1. The "Work Experience and Current Position (Appointment and Promotion)" section:
2. For first-time applicants, write your current position. For those with multiple experiences, list them in order, with the current position listed last one.
3. If there are multiple promotion or appointment records for one experience, please list all.
4. The "Title (Full-time and Statutory Part-time)" column refers to the current position held, such as "Commissioner." For statutory part-time positions, only the title given by the appointment should be listed. For example, "Research Fellow and Section Chief."
5. In the "Rank/Position" column, please fill in the official rank/position based on the table of job ranks/positions. If there are two or more job ranks/positions listed, such as for a clerk, which is listed as "Appointment to Fifth Rank or Recommendation to Sixth Rank to Seventh Rank," please fill in only one job rank/position that applies to the individual.
6. The "Position Number" column is to be filled in by the personnel unit.
7. The "Job Classification" column refers to the job classification to which the current position belongs, such as "General Administration."
8. In the "Supervisory Level" column, "Supervisor" refers to the chief executive, deputy chief executive, administrative chief of staff-secretary-general, chief secretary or general editing secretary of the institution, technical chief of staff-general engineering officer, chief engineering officer or general editing technician, as well as the head and deputy head of internal units, excluding task-organized positions.

The classification of "Level" as first, second, third, fourth level (and below) is based on the administrative level of the dedicated units established in accordance with the institution's organizational laws and regulations (including business units, auxiliary units, and dispatched units) where the administrative level of the first-level unit is not below that of other units, and its supervisor reports directly to the head of the institution. The second-level unit is subordinate to the first-level unit, and so on for the third level, fourth level (and below) units.

Please fill in the appropriate code according to the above "Supervisor" and "Level" classification method:

Chief Executive 2. Deputy Chief Executive 3. First-level Supervisor

4. Second-level Supervisor 5. Third-level Supervisor 6. Supervisor below fourth level 7. First-level Deputy Supervisor 8. Second-level Deputy Supervisor

9. Third-level Deputy Supervisor

1. Please enter the appropriate code in the "Personnel Classification" column:

1.Judiciary Personnel 2. Diplomatic Personnel 3. Police Personnel

4. Customs Personnel 5. Transportation Industry Personnel 6. Audit Personnel

7. Accounting Personnel 8. Human Resources Personnel

9. Political Integrity Personnel 10. Education Personnel 11. General personnel

12. Contract personnel 13. Temporary personnel 14. Personnel stationed overseas 15. Medical personnel 71. Chief Accounting Officer 72. Chief Statistical Officer

73. Assistant Accounting Officer 74. Assistant Statistical Officer

1. The "Appointment" and "Dismissal" columns should indicate the date and document number of the appointment order.
2. The sub-items of the "Examination and Approval" column should be filled in according to the Examination and Approval Letter of the Ministry of the Civil Service.
3. Personnel marked as "Not Requiring Examination and Approval" refer to individuals who are not subject to the examination and approval process, such as employees of state-owned enterprises. The personnel unit should mark "v" in the corresponding column.

六、「考績(成)或成績考核」項：

(一)任公職取得考績(成、核)資料者，請依年度順序照考績(成、核)核定結果逐筆逐項填寫。

(二)「區分」欄，指年終考績(成、核)、另予考績(成、核)、專案考績(成、核)。

(三)「核定獎懲」欄，係填該年度考績(成)或成績考核核定獎懲。「核定日期文號」欄，係填寫主管機關或授權核定機關之核定日期文號，「銓敘審定日期文號」欄，係填寫銓敘部之銓敘審定日期文號。

1. "Performance or Grade Evaluation" section:
2. Those who have obtained performance evaluation records in public service should fill in each record in chronological order according to the approved results of the performance evaluation.
3. The "Category" column refers to the annual performance evaluation, additional performance evaluations, and special project performance evaluations.
4. The "Approved Rewards and Punishments" column is designated for approved rewards and punishments for the year's performance evaluation or performance assessment. Use the "Approved Date and Document Number" column to fill in the date and document number of the approving authority or authorized agency. Use the "Review and Approval Date and Document Number" column to fill in the review and approval date and the document number of the Ministry of the Civil Service.

七、「獎懲」項，請照核發之獎懲令依序逐筆填寫，範圍包括平時考核獎懲、懲戒處分、刑事裁判、勳(獎)章、模範公務人員及公務人員傑出貢獻獎等。

1. In the "Rewards and Punishments" section, please fill in each item in order according to the issued reward and punishment, including rewards and punishments for regular performance assessments, disciplinary actions, criminal judgments, decorations and medals, exemplary civil servants, and outstanding contribution awards for civil servants.

八、「專長及語言能力」項：

(一)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。

(二)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。

(三)語言類別欄，包含本國語言及外國語言。

1. The "Special Skills and Language Skills" section:
2. Please fill in private certification examination information in chronological order.
3. For the "Special Skills" column, please select from the following categories:

A001: Vehicle driving; A002: Car maintenance; A003: Electrical maintenance; A004: Refrigeration and air conditioning maintenance; A005: Culinary arts.

If there are other special skills not listed, please indicate the skill without assigning a number.

1. The "Language Skills" category includes both national languages and foreign languages.

九、「檢覈」項，指經考選機關檢覈及(合)格並取得證書者，公職候選人檢覈資格免填。

1. The "Inspection" item refers to those who have passed and obtained a certificate by relevant examination and selection agencies. Candidates for public office are exempt from filling in inspection qualifications.

十、「甄審」項，指交通事業人員及關務人員具有升資或升任甄審合格證書者填寫。

1. "Selection and Examination" refers to those who have passed the promotion or promotion selection examination for transportation and customs personnel and have obtained a certificate.

十一、「兵役」項：

(一)凡已服役者均應填寫。

(二)「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。

1. "Military Service" items:
   1. All those who have served in the military should fill in this item.
   2. Please fill in the "Type of Service," "Branch of Service," "Officer (Enlisted) Branch," "Military Rank at Discharge," "Period of Service", etc. according to the discharge order.

十二、「教師資格」項之「生效日期」欄，請就教師資格檢定、登記、加科登記或審定之起資日期予以填寫。

1. The "Effective Date" column in the "Teaching Qualification" section should be filled in with the starting date of the teacher qualification exam, registration, additional subject registration, or review.

十三、「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。

1. For the "Category" and "Level" fields of the "Disability Marking" item, please refer to the Disability Identification. "Indigenous People Marking" is applicable only to those who have registered according to the indigenous people's ethnic classification method by the household registration agency. Fill in the "Identity" field with "Plain" or "Mountain" depending on the location of residence.

十四、「家屬」項：

(一)家屬，請填父母、配偶、子女。

(二)出生日期，如係民國前出生者，請加填「前」字。

1. The "Family Members" section:
   1. Please include details for the following family members: father, mother, spouse, children.
   2. If born before the Republic of China era, please add the word "before" when indicating date of birth.

十五、「訓練及進修」項：

(一)「訓練」係包括國內外舉辦與公務有關之訓練，期間在1星期以上並取得證書者。

(二)「進修」指與公務有關之國內外進修，並可獲得學分者為限，「碩士學分班」於修畢應修學分(含教師在職進修修畢四十學分者)，發給結業證書者填入本項，並不得填載於「學歷」欄；另專題研究及研(實)習等資料亦填入本項。

(三)「課程性質」欄，請填實體、數位或混成。

(四)「訓練時數(學分數)」以該訓練或進修之證書資料為憑。

1. The "Training and Continuing Education" section:
   1. "Training" refers to domestic and international training related to public affairs of a duration of more than one week for which a certificate was awarded.
   2. "Continuing education" refers to domestic and international education related to public affairs and is limited to courses for which credits can be obtained. "Master's Credit Program" should be filled in this section if the required credits are completed (including in-service teachers who have completed 40 credits) rather than in the "Education" section. Other information, such as special research and internships, should also be included in this section.
   3. The "Course Type" column should be filled with either "physical," "digital," or "hybrid."
   4. "Training hours (number of credits)" should be based on the certificate information of the training or continuing education.

十六、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。

1. After the personnel department of each service unit checks the information filled out by the applicant on this form, please sign and stamp in the designated areas, including the signature and stamp of the applicant, as well as the signature or stamp of the agency head, personnel supervisor, and undertaker. If an individual does not have a job title stamp, they should use their name stamp or sign their name.

十七、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。

1. If there are any changes to the information provided in this form, the applicant should promptly notify the personnel department of the relevant government agency to make corrections.