**公 務 人 員 履 歷 表〈一 般〉填 寫 範 例**

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| 姓 名 | 王大明 | | 英文姓名  (應與護照證件相符且姓氏在前) | | | Wang, Da-Ming | | | | | |  | | | |
| 國民身分證統一編號 | A911222333 | | 護照號碼 | | | 無 | | | | | | 請 黏 貼 或列 印 最 近 二 吋 半 身 正 面 脫 帽 彩 色 照 片 | | | |
| 出生日期  (以上欄位應與戶籍登記相符) | 民國70年2月30日 | | 外國國籍  (請勾選) | | | V無  □有，國籍： | | | | | |  | | | |
| 性 別  (請勾選) | V男  □女 | |  | | | |
| 通訊處 | 戶籍地 | 407201臺中市西屯區臺灣大道三段99號3樓 | | | | | | | | | |  | | | |
| 現居住所 | V同戶籍地  □□□□□□（郵遞區號）　　　　縣（市）　　　鄉（鎮市區）　　　　村(里)　 鄰　 　 路（街）　 段　　巷　 弄　　號　 樓 | | | | | | | | | | 電話號碼 | | 住宅:（04）22289111  手機: 0999-111222 | |
| 電子郵件  信 箱 | damingwang@taichung.gov.tw | | | | | | | | | |
| 緊 急  通知人 | 姓 名 | 陳○○ | | | 關 係 | | | | 妻 | | | 電話號碼 | | 住宅:（04）22289111  手機: 0999-222333  公:（　） | |
| 學 歷 | | | | | | | | | | | | | | | |
| 學校名稱 | | 院、系（所、學位  學程）、班、組 | 實際修業期間 | | | | | 區 分  (請勾選) | | | 教 育  程 度  (學位) | | 證書日期  文 號 | | 初任公職時  已取得之  最高學歷  (請以「V」表示) |
| 起(年、月) | | 迄(年、月) | | | 畢業 | 結業 | 肄業 |
| ○○大學 | | ○○學院○○學系 | 86 | 9 | 90 | | 6 | V |  |  | 50 | | ○年○月○日○字第○號 | |  |
| ○○大學 | | ○○學院○○研究所 | 90 | 9 | 93 | | 6 | V |  |  | 60 | | ○年○月○日○字第○號 | | V |
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| 考 試 或 晉 升 官 等資位 訓 練 | | | | | | | | | | |  | |
| 年 度 | 考試或晉升官等資位訓練 | | | | | | 類 科 別 | | 證書日期文號 | |  | |
| ○ | 公務人員高等考試三級考試 | | | | | | ○○職系○○科 | | ○年○月○日  ○公高三字第○號 | |  | |
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| 專 門 職 業 及 技 術 人 員 資 格 | | | | | | | | | | | |
| 考試及格證書 | | | | | | | | 專業證照 | | | |
| 年 度 | | 類 科 | 生效日期 | | | 日期文號 | | 核發機關 | | 日期文號 | |
| 年 | 月 | 日 |
| ○ | | 醫師 | ○ | ○ | ○ | ○年○月○日  ○專高醫字第○號 | | 行政院衛生署 | | ○年○月○日  醫字第○號 | |
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| 經歷及現職（任免及銓敘審定） | | | | | | | | | | | | |
| 服務機關 | 職 稱  (專任及  法定兼職) | 職務列等 | 主管  級別 | 任 職 | 免 職 | 銓敘審定 | | | | 異動(卸職)原因 | 請任（免）  核發日期文 號 | 不必銓審註記 |
| 日 期  文 號 | 日 期  文 號 | 核定日期文號 | 審查結果 | 俸 級  （薪級） | 暫(照)支  俸 點  （薪點） |
| 職務編號 | 職 系 | 人員  區分 | 實 際  到職日 | 實 際  離職日 | 官等職等(官稱官階、  官職等階級、  級別或資位) | 俸 點  （薪點） | 生 效  日 期 |
| ○○○ | 科員 | 委任第5職等 |  | 971006  ○字第○號 | 980301  ○字第○號 |  |  |  |  | 訓練學(實)習期滿正式任用 |  |  |
| A100000 | ○○○ | 11 | 971011 | 980211 |  |  |  |
| ○○○ | 科員 | 薦任第6職等至第7職等 |  | 980301  ○字第○號 |  | 9803  23○字第○號 | 先予試用 | 本俸  1級 |  |  | 981005  98薦字第○號 |  |
| A100000 | ○○○ | 11 | 980211 |  | 薦任第6職等 | 385 | 980211 |
|  |  |  |  |  |  | 9808  30○字第○號 | 合格實授 | 本俸  1級 |  |  |  |  |
|  |  |  |  |  | 薦任第6職等 | 385 | 980811 |
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| 經歷及現職（任免及銓敘審定） | | | | | | | | | | | | |
| 服務機關 | 職 稱  (專任及  法定兼職) | 職務列等 | 主管  級別 | 任 職 | 免 職 | 銓敘審定 | | | | 異動(卸職)原因 | 請任（免）  核發日期文 號 | 不必銓審註記 |
| 日 期  文 號 | 日 期  文 號 | 核定日期文號 | 審查結果 | 俸 級  （薪級） | 暫(照)支  俸 點  （薪點） |
| 職務編號 | 職 系 | 人員  區分 | 實 際  到職日 | 實 際  離職日 | 官等職等(官稱官階、  官職等階級、  級別或資位) | 俸 點  （薪點） | 生 效  日 期 |
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| 經歷及現職（任免及銓敘審定） | | | | | | | | | | | | |
| 服務機關 | 職 稱  (專任及  法定兼職) | 職務列等 | 主管  級別 | 任 職 | 免 職 | 銓敘審定 | | | | 異動(卸職)原因 | 請任（免）  核發日期文 號 | 不必銓審註記 |
| 日 期  文 號 | 日 期  文 號 | 核定日期文號 | 審查結果 | 俸 級  （薪級） | 暫(照)支  俸 點  （薪點） |
| 職務編號 | 職 系 | 人員  區分 | 實 際  到職日 | 實 際  離職日 | 官等職等(官稱官階、  官職等階級、  級別或資位) | 俸 點  （薪點） | 生 效  日 期 |
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| 備 註 | | | | | | | | | | | | |
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| 考 績 ( 成 ) 或 成 績 考 核 | | | | | | | | | | |
| 年別 | 區分 | 總分 | 等次 | 核定獎懲 | 官等職等  (官稱官階、  官職等階級、  級別或資位) | 俸 級  (薪級) | 俸 點(薪點) | 暫(減)支俸點(薪點) | 核定日期文號 | 銓敘審定日期文 號 |
| ○ | 另予  考績 | ○ | 乙 | 獎金 | 薦任第6職等 | 本俸1級 | 385 |  | ○年○月○日○字第○號 | ○年○月○日○字第○號 |
| ○ | 年終  考績 | ○ | 乙 | 晉級獎金 | 薦任第6職等 | 本俸2級 | 400 |  | ○年○月○日○字第○號 | ○年○月○日○字第○號 |
| ○ | 年終  考績 | ○ | 甲 | 晉級獎金 | 薦任第6職等 | 本俸3級 | 415 |  | ○年○月○日○字第○號 | ○年○月○日○字第○號 |
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| 考 績 ( 成 ) 或 成 績 考 核 | | | | | | | | | | |
| 年別 | 區分 | 總分 | 等次 | 核定獎懲 | 官等職等  (官稱官階、  官職等階級、  級別或資位) | 俸 級  (薪級) | 俸 點(薪點) | 暫(減)支俸點(薪點) | 核定日期文號 | 銓敘審定日期文 號 |
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| 備 註 | | | | | | | | | | |
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| 獎 懲 | | | |
| 事 由 | 核 定 結 果 | 核 定 機 關 | 核定日期  文 號 |
| 辦理○○○○○事宜，表現良好。 | 嘉獎1次 | ○○○ | ○年○月○日  ○字第○號 |
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| 專長及語言能力 | | | | | | | | | | |
| 一、證照 | | | | | | | | | | |
| 專長項目 | 證照名稱 | 生效日期 | | | | 證件日期文號 | | 認證機關 | 專長描述 | |
| 年 | 月 | | 日 |
| 無 |  |  |  | |  |  | |  |  | |
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| 二、語言能力 | | | | | | | | | | |
| 語言類別 | 測驗名稱 | | | 測驗日期 | | | 證件日期文號 | 認證機關 | 檢定成績 | 備註 |
| 英語 | 全民英語能力分級檢定測驗 | | | ○年○月○日 | | | ○年○月○日  ○號 | 財團法人語言訓練測驗中心 | 中級 |  |
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|  | 檢 覈 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 年 度 | | | 類 科 | | | | | | | | | | | | | 生 效 日 期 | | | | | | | | | | 證書日期文號 | | | | |  | |
|  | 年 | | 月 | | | 日 | | | | |  | |
|  | 無 | | |  | | | | | | | | | | | | |  | |  | | |  | | | | |  | | | | |  | |
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|  | 甄 審 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | 資位官稱類別 | | | | | | 甄 審 名 稱 | | | | | 生 效 日 期 | | | | | | 甄 審 機 關 | | | | | | | | | | 證件日期文號 | | | |  | |
|  | 年 | | 月 | | 日 | |  | |
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|  | 兵 役 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 役 別 | | | | 預官 | | | | | 軍 種 | 陸軍 | | | | | | | | | 官(兵)科 | | | | | ○○ | | | | | | | | |
|  | 退 伍  軍 階 | | | | ○○ | | | | | 服 役  期 間 | 起：　○年　○月　○日  迄： ○年　○月　○日 | | | | | | | | | 退伍令  字 號 | | | | | ○年○月○日  ○字第○號 | | | | | | | | |
|  | 教 師 資 格 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 區 分  (請勾選) | | | | | | | 資格或階段別及任教科別 | | | | | 送審學校或師資培育之大學 | | | | | | | | 生效日期 | | | | | | | | 證件日期文號 | | | | |
|  | 1.  檢  定 | 2.  登  記 | 3. 加科 登記 | | | 4.  審  定 | | 年 | | 月 | | | 日 | | |
|  | V |  |  | | |  | | 國民小學教師 | | | | | ○○大學 | | | | | | | | ○ | | ○ | | | ○ | | | ○年○月○日  小字第○號 | | | | |
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| 身心障礙註記 | | | | | | | | | | | | | | | 原住民族註記 | | | | | | | | | | | | | | |  |  | |
| 種 類 | | | | | | | | | 等 級 | | | | | | 身分別 | | | | | | | | | 族 別 | | | | | |  |  | |
| 肢體障礙 | | | | | | | | | 輕度 | | | | | | 無 | | | | | | | | |  | | | | | |  |  | |
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| 家 屬 | | | | | | |  |
| 稱 謂 | 姓 名 | 國民身分證  統一編號 | 出 生 日 期 | | | 職 業 |  |
| 年 | 月 | 日 |  |
| 父 | 王○○ | ○○○ | ○ | ○ | ○ | ○○ |  |
| 母 | 張○○ | ○○○ | ○ | ○ | ○ | ○○ |  |
| 妻 | 陳○○ | ○○○ | ○ | ○ | ○ | ○○ |  |
| 長女 | 王○○ | ○○○ | ○ | ○ | ○ | ○○ |  |
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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 V未曾獲配公教貸款或配購公教住宅  (請勾選) | | | | | | | |

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|  | 訓 練 及 進 修 | | | | | | | | | | | | | | |
| 區 分  (請勾選) | | | | | 訓 練 進 修  機 關（構） | 名 稱  (程 度) | 課程  性質 | 機關  選送  (請勾選) | | 期  別 | 起  (年  月  日) | 迄  (年  月  日) | 訓練  時數(學分數) | 證件日期  文 號 |  |
| 國 內 | | | 國 外 | |  |
| 1.訓練 | | 2.進修 | 3.訓練 | 4.進修 | 是 | 否 |  |
| V | |  |  |  | 國家文官學院 | ○○○○○○ | 實體 | V |  | 100 | 100  08  01 | 100  08  31 | 50  小時 | ○年○月○日○字第○號 |  |
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| 簡 要 自 述 | | | |
| ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○ | | | |
| ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○…… | | | |
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| 填 表 人 | 承 辦 人 員 | 人 事 主 管 | 機 關 首 長 |
| (簽名及蓋章) | (職章) | (職章) | (職章) |
| 中華民國 ○年○月○日 | | | |