**公 務 人 員 履 歷 表〈簡 式〉**

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| 姓 名 | | | | | |  | | | | | | | | | | | | | | | | | | 英文姓名  (應與護照證件相符且姓氏在前) | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 國民身分證統一編號 | | | | | |  | | | | | | | | | | | | | | | | | | 護照號碼 | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 出生日期  (以上欄位應與戶籍登記相符) | | | | | | 民國　 　年　 月 　 日 | | | | | | | | | | | | | | | | | | 外國國籍  (請勾選) | | | | | | | | | □無  □有，國籍： | | | | | | | | | | | | | | | | |
| 通訊處 | | | | | | 戶籍地 | | | □□□□□（郵遞區號）　 　　縣（市）　 　　鄉（鎮市區）　　 　村（里） 　 鄰  　 　 路（街） 　 段　 　巷 弄　 　號 　 樓 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 現居住所 | | | □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:（　）  手機: | | | |
| 電子郵件  信 箱 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 緊 急  通知人 | | | | | | 姓 名 | | |  | | | | | | | | | | | | | | | | 關 係 | | | | | |  | | | | | | | | | 電話號碼 | | | | | | 住宅:（　）  手機:  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 | |
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| 考 試 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 年 度 | | | | 考 試 | | | | | | | | | | | | | | | | | | | | | | 類 科 別 | | | | | | | | | | | | | | | | | | 證書日期文號 | | | | | |
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|  | | 專 門 職 業 及 技 術 人 員 資 格 或 檢 覈 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 考試或檢覈及格證書 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 專業證照 | | | | | | | | | | | | | | | | |
|  | | 年 度 | | 類 科 | | | | | | | 生效日期 | | | | | | | | | | 日期文號 | | | | | | | | | | | | | 核發機關 | | | | | | | | | | | | 日期文號 | | | | |
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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 | | | | | | | | | | |
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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 | | |
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|  | | 兵 役 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 役 別 | | | | |  | | | | | | | 軍 種 | | | | |  | | | | | | | | | | | | | | | | | 官(兵)科 | | | | | | | |  | | | | | | |
|  | | 退 伍  軍 階 | | | | |  | | | | | | | 服 役  期 間 | | | | | 起：　　　年　　月　　日  迄： 　　年　　月　　日 | | | | | | | | | | | | | | | | | 退伍令  字 號 | | | | | | | |  | | | | | | |
| 身心障礙註記 | | | | | | | | | | | | | | | | | | | | | | | | | | | 原住民族註記 | | | | | | | | | | | | | | | | | | | | | |  | |
| 種 類 | | | | | | | | | | 等 級 | | | | | | | | | | | | | | | | | 身分別 | | | | | | | | | | | | | | 族 別 | | | | | | | |  | |
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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 | | | | | | | | | | | |
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| 中華民國 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

填 表 說 明

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，並依公務人員任用法施行細則第22條第1項及個人資料保護法規定，蒐集、處理及利用各欄填載包含中英文姓名、國民身分證統一編號等個人資料，供公務人員送審之用。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，須由本人親自簽名或蓋章，如有不實情事者，自負全責。

二、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。

三、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。

四、「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

五、「考試」及「專門職業及技術人員資格或檢覈」項：

(一)「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。

(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。

六、「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。

七、「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。

八、「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。

九、本表填表人所填各欄，經各服務機關人事單位查對無訛後，除填表人簽名或蓋章外，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。

十、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。