

資誠聯合會計師事務所

履歷投遞說明 PwC

實習工讀



資誠





履歷投遞說明

1 準備履歷檔案

以下文件請合併為 **1 個 PDF 檔案** [檔名範例：資誠大學_王小明]

1. 完整履歷（含自傳）
2. 最新在校成績單（含操行成績）
大學同學：大一至大三之成績單
研究所同學：大學完整成績單及碩一成績單
就讀國外學校，並無操行成績者，請檢附教授推薦函
3. 參考資料：語言檢定或證照等

2

於官網登錄 **Workday** 系統投遞職缺，
完整填寫基本資訊並上傳履歷檔案

請參考**操作說明**，完成履歷投遞。



Workday 投遞職缺

立即應徵 工作搜尋

Job ID: WD

工作地點: Taipei, Taoyuan, Taichung,
Tainan, Hsinchu, Kaohsiung

職務類別: Assurance

業務別: Assurance

職級: Associate

重要提醒：

1. 此為正式投遞文件，請詳讀本操作說明。
2. 網頁皆以英文呈現，**請勿使用瀏覽器自動翻中文**，會影響投遞操作(例：選單無法下拉)。

1. 進到 Workday 後，確認投遞之職缺及需要上傳的附件說明。
2. 確認完成後，請點 Apply 開始填寫資料。

應徵選項

Start Your Application

校園招募_應徵職缺名稱

Autofill with Resume

Apply Manually

Use My Last Application

Please sign in to apply with LinkedIn

Sign in with LinkedIn

開始啦！

- 如果你是第一次投遞，那我們建議可以點選

Apply Manually

- 如果已經有一份履歷，那我們建議可以點選

Autofill with Resume

上傳檔案！

如果資料完整且清楚，系統將在解析後，自動輸入部分內容。

- 系統自動輸入的內容，您都可以在送出應徵前進行修改調整。

建立帳號

The image shows a 'Sign In' form with fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Create Account' link. A yellow box highlights the 'Create Account' link, with an arrow pointing to the instructions below.

若先前已建立過帳號，請直接登入。

若無，請創建新帳號。

- 1.請使用常用信箱（建議gmail）
- 2.請勿創建多個帳號多次投遞，將影響書審。

密碼設定需有：

- 大寫字符
- 一個數字字符
- 一個字母字符
- 最少 8 個字符
- 一個小寫字符
- 一個特殊的字符

Create Account

Password Requirements:

- An uppercase character
- A numeric character
- An alphabetic character
- A minimum of 8 characters
- A lowercase character
- A special character

Email Address

請輸入最常使用且無時效性的信箱

Password

重要提醒：

此帳號為您在PwC Workday的唯一帳號，該帳號將會一路使用於書審、面試及之後的錄取與報到任用流程。

請務必以最常使用、無時效性，且您會收信的信箱作為帳號！
(請勿使用學校信箱作為帳號)

請確認信箱輸入正確： X @gamil.com X @gmail.com.tw

My Information

My Information

* Indicates a required field

How Did You Hear About Us? * **你怎麼知道我們的呢？**

Have you ever worked for PwC, one of our current brands, or any of our predecessor firms? *

Yes

No

Country / Territory * **請填 “Taiwan”，會影響下方的姓名、電話及地址的格式**

如果你是透過校園徵才說明會，請填寫 “Campus” 即可。

你是否曾任職於 PwC 呢？（工讀 / 實習不算在內）

如果曾任職於 PwC（不含工讀 / 實習 經驗）

Have you ever worked for PwC, one of our current brands, or any of our predecessor firms?*

Yes

No

What was your office location?

What was your email during your most recent employment period?

What was your GUID?

如果曾任職於 PwC，請選 **Yes**，並填寫相關資訊：

- 任期期間的辦公室所在地
- 任職期間的公司信箱
- **GUID**

Legal Name 法定（護照）名稱

Legal Name

Chinese Family Name

填入中文姓氏 例：朱

Chinese Given Name

填入中文名字 例：晨晨

Given Name - Western Script *

填入英文名字 例：Chen-Chen

Family Name - Western Script *

填入英文姓氏 例：Zhu

I have a preferred name

小提醒：

1. 英文輸入不可有全形文字。
2. 如果有其他慣用的英文名字(ex: Gloria)，可輸入法定名稱後，勾選下方 “I have a preferred name”。

慣用英文名填寫方式

Preferred Name

Chinese Family Name

朱 中文姓氏同 Legal Name

Chinese Given Name

晨晨 中文名字同 Legal Name

Given Name - Western Script *

Gloria 輸入慣用英文名

Family Name - Western Script *

Zhu 英文姓氏同 Legal Name

Address 地址

Address 通訊地址請以中文填寫即可

Postal Code *

郵遞區號

County or City *

select one 縣/市(下拉選單)

Town, City, or District *

鄉鎮市區，例：信義區(中文)

Address Line 1 *

道路或街名等詳細地址(中文)
例：基隆路一段333號27樓

Phone 電話

Phone 請填寫手機電話號碼

Phone Device Type *

select one 請選 "Mobile"

Country Territory Phone Code *

× Taiwan (+886)

Phone Number *

從0後面開始填寫(9碼)
(請勿填寫分數字之資訊)

Phone Extension

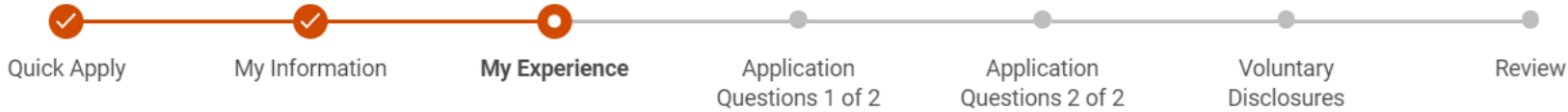
分機

(手機無分機請留空，請勿當成備註欄位使用)

My Experience

此頁將填寫：工作經驗/學歷/語言/技能/上傳履歷附件

校園招募_00工讀生



Quick Apply My Information **My Experience** Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

My Experience

* Indicates a required field

Work Experience

Add

Work Experience 工作經驗

Work Experience 1

 Delete

Job Title*

職稱：如果是工讀/實習，請在職稱後面標示「(工讀)」

Company*

公司名稱

Location

I currently work here

From*

MM/YYYY



To*

MM/YYYY



任職起迄日

Role Description

Education 教育程度

Education

Education 1

School or University*

Degree*

Field of Study*

 ?

Overall Result (GPA)

From* To (Actual or Expected)*

Add Another

請填寫最高學歷，

如果是碩士生，**Education 1** 請填寫**碩士學歷**，
接著再點選 **Add Another** 新增**學士學歷**。

學歷選單中：

碩士：請選 **Master Degree**

學士：請選 **Bachelor Degree**

小提醒：

1. 若有雙主修，請點選 Add Another 新增雙主修學歷。
2. 高中(含)以下學歷無須填寫。
3. 找不到自己的學校，怎麼辦？

請在 School or University 欄位輸入校名後，按 **Enter**。

Certification 證書

Certifications

Certifications 1

Certification* 選擇證書(語言證書、會計相關等證書)

Certification Number 認證編號


Issued Date

 發行日期

Expiration Date

 截止日期

Attachments



Drop files here
or **Select files**

如果有語言證書、會計師等相關證書，可以在此進行編輯並上傳相關附件。

若無則請略過。

Languages 語言能力

Languages

Languages 1

Language*

select one ▼

This is my native language.

Overall*

select one ▼

Add Another

除了中文以外，若有其它語言能力可在此填寫。
(母語請勾選 “This is my native language.”)

語言程度選單	翻譯
Beginner	初學者
Elementary	初級
Intermediate	中級
Upper Intermediate	中高級
Advanced	高級
Upper Advanced	最高級

Skills 技能

Skills

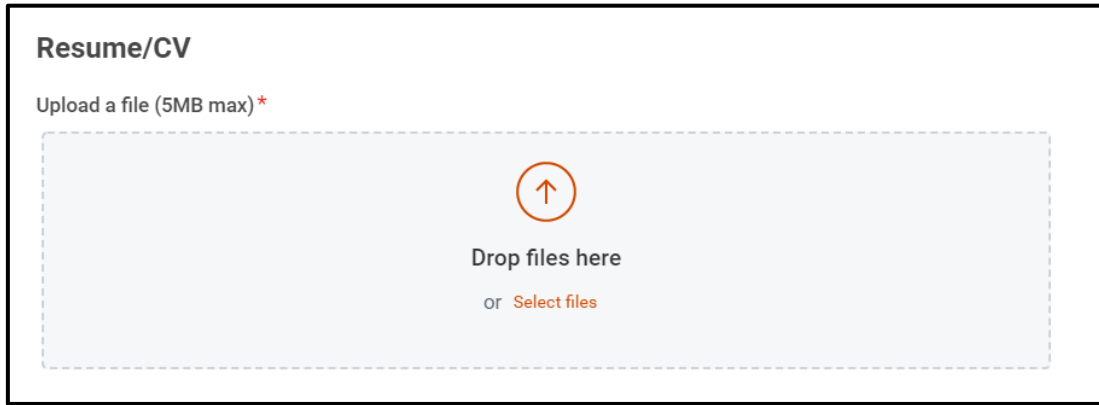
Type to add Skills

可以直接輸入技能，
如資訊技能R語言、C++等。

Skills

Type to add Skills

履歷附件上傳(請注意重要提醒, 將影響書審)



請將以下資料**合併成 1** 個檔案：

※檔名：○○大學_王小明

1. 完整履歷(含自傳)
2. 最新在校成績單(含操行成績)
3. 語文檢定成績單
4. 其他附件

重要提醒：

請將檔案合併為 1 份PDF檔，勿上傳多份檔案，將影響書審結果。

履歷投遞後，視為**正式投遞履歷**，

無法收回更改檔案，務必再三確認，準備好再上傳喔！

Application Questions 1 of 2

問卷1：PwC Global 全球統一問卷

My Information My Experience **Application Questions 1 of 2** Application Questions 2 of 2 Voluntary Disclosures Review

Application Questions 1 of 2

* Indicates a required field

I agree to have my personal data processed by PwC for the purpose of recruitment for other positions than the one I have initially applied for. In the case you do not provide consent, your data will be removed from the PwC system in accordance with local legal, audit, and tax requirements of the member firm to which you have applied, after closing the recruitment process for the position you registered and, as a result, will not be taken into account for any future recruitment processes.*

select one ▼

I consent to receive communication, including electronic communication, from entities within the PwC network about job related events organized by or in participation of PwC, which are beyond the scope of this job application.*

select one ▼

我同意資誠在招募過程中可使用我所提供的資訊，並推介資誠其他職務。

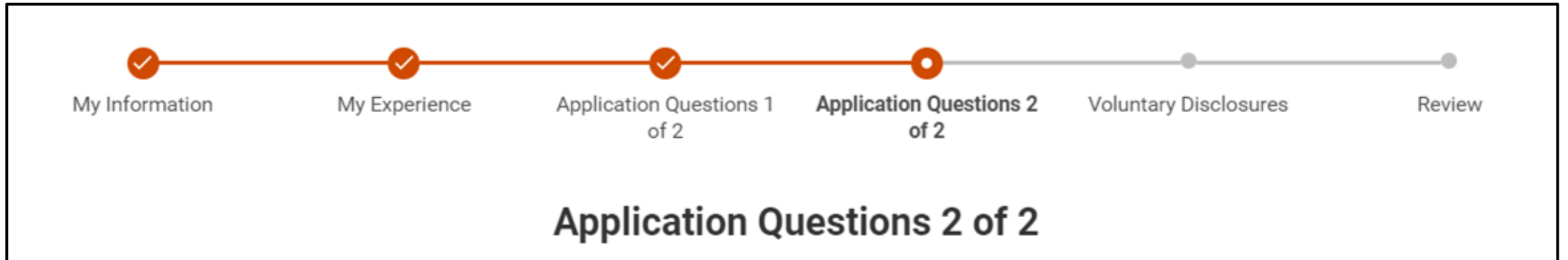
若您不同意我們使用，在您完成註冊後，我們將依據相關法令規範，將您的個人資料從資誠系統中移除，也不會進行接下來的招募作業流程。

我同意從資誠網絡中的實體接收有關由資誠組織或參與的與工作有關的活動的通訊，包括電子通訊，這不在本職位申請範圍之內。

Application Questions 2 of 2

問卷2：PwC TW 校園徵才統一問卷

問卷內容可用中文填寫



Application Questions 2 of 2

問卷內容可用中文填寫

* Indicates a required field

Do you now, or will you in the future, need PwC to sponsor your visa or work authorisation to be eligible to work in the country / territory in which this position is located? *

你現在或未來是否需要資誠協助取得簽證或工作證，才可以合法在 PwC Taiwan 工作？若不需要，請填 **No**

Are you over 18 years old ? If not, once you're hired, you are required to provide your legal representative or guardian's written consent to the employment. *

您是否已滿**18**歲？
(未滿**18**歲者，錄取後需另取得法定代理人同意書)

In which country(ies) do you hold citizenship status? *

Taiwan
Other

您在哪些國家擁有公民身分？
非台灣籍者或持有雙重國籍者，請選**other**，並列出國家和您相應的公民身分。

Please list the country(ies) and your corresponding citizenship status. (Ex: Canada - Citizen; Australia - Permanent Resident) *

Application Questions 2 of 2

問卷內容可用中文填寫

Are you subject to a non-competition or other agreement, or aware of other circumstances, that would preclude or restrict your employment with PwC? *

您是否受到競業禁止條款限制或其他協定，
或是否知道有其他情況會限制您在資誠的工作？

Within the last 24 months, have you worked with a PwC engagement team as a client? If yes, please identify the client and your role in relation to the engagement. *

過去24個月內，是否曾作為客戶與PwC團隊合作？
如果是，請說明哪家客戶和您參與的角色；若無，請填 **No**

Questions 1 and 4 set forth above are essential elements for PwC to consider whether to enter into an employment agreement with you, as they might have a significant impact on PwC. Therefore if you provide false or untrue answers, PwC will be entitled to terminate the employment agreement with you in accordance with applicable laws even if true facts were found after the employment agreement has been entered into. *

上述1~4題，是PwC考慮是否與您簽訂聘僱合約基本要素，因此，如果您提供了錯誤或不實的資料，即使在簽訂合約後，PwC仍有權根據適用法律終止與您的合約。

Application Questions 2 of 2

問卷內容可用中文填寫

Do you have any association with PwC Taiwan's employee / partner? If yes, please provide their name(s) and details. *

您是否與資誠合夥人，董事或員工有關係？
如果是，請提供他/她的姓名以及您與該人的關係。

Are you referred by PwC Taiwan's employee / partner for this job application? If yes, please provide his/her name and your relationship to the individual. *

您是否被資誠員工/合夥人推薦此份工作？
如果是，請提供他/她的姓名以及您與該人的關係。

Have you ever have an internship experience in big 4 ? If yes, Write down the company and the period. *

如果有四大會計師事務所實習經驗，
請在此列出曾經實習之事務所及內容；若無，請填寫No。

Application Questions 2 of 2

What is your first preferred field? * **第一志願**

"What is your second preferred field? (If there is no second preference, it can be same as the first preferred field) * **第二志願**

Status of Study * **就學狀況(就學中/肄業/實習/已畢業)**

For the highest degree provided on this application, when will you complete your degree. Please provide the month and year.(MM/YYYY)



請填寫最高學歷預計“月份/日期/畢業年度”(例：06/30/2021)

志願選擇

What is your first preferred field? *

select one **第一志願** ▼

"What is your second preferred field? (If there is no second preference, it can be same as the first preferred field) *

select one **第二志願** ▼

小提醒：

若無第二志願，可與第一志願相同

但若只填寫一個志願，會降低您錄取的機會喔！

暑期、旺季工讀生 (以下志願不開放，請勿選填)

X 臺北-稅務部

X 臺北-企業永續服務部

X 臺北-稅務法律服務部 (金融產業)

顧問工讀生 (僅開放以下志願，其他請勿選填)

O 臺北-風險及控制服務部

組別:

select one

Taipei-General Audit Services

臺北-審計部

Taipei-TAX Services

臺北-稅務部

Taipei-Risk Services

臺北-風險及控制服務部

Taipei-Sustainability and Climate Change

臺北-企業永續服務部

Taipei- Financial Service Audit

臺北-審計服務部 (金融產業)

Taipei- Financial Service Tax

臺北-稅務法律服務部 (金融產業)

Taoyuan-General Audit Services

桃園-審計部

Hsinchu-General Audit Services

新竹-審計部

Taichung-General Audit Services

臺中-審計部

Tainan-General Audit Services

臺南-審計部

Kaohsiung-General Audit Services

高雄-審計部

Taipei- Digital Leader Office

臺北-數位長辦公室

成績填寫 1 of 2

問卷內容可用中文填寫

What is your Accounting Principles (1) grade from your undergraduate course? (Please indicate "N/A", if not applicable.) *

初級會計學(1)

What is your Accounting Principles (2) grade from your undergraduate course? (Please indicate "N/A", if not applicable.) *

初級會計學(2)

What is your Intermediate Accounting (1) grade from your undergraduate course? (Please indicate "N/A", if not applicable.) *

中級會計學(1)

What is your Intermediate Accounting (2) grade from your undergraduate course? (Please indicate "N/A", if not applicable.) *

中級會計學(2)

1. 依下方科目填入成績(若有重修，請註記 一修/二修 分數)(ex. 59/80)
2. 如果中會學程有(一)~(三)，請填寫在 "Intermediate Accounting (2)" 內
ex. 中會(二)80；中會(三)80

科目(英文)	科目(中文)
Auditing	審計學
Accounting Principles	初級會計學
Intermediate Accounting	中級會計學
Advanced Accounting	高級會計學

成績填寫 2 of 2

問卷內容可用中文填寫

What is your Advanced Accounting (1) (2) grade from your undergraduate course? (Please indicate " N/A" , if not applicable.) *

高級會計學(1)、(2)

What is your Auditing (1) (2) grade from your undergraduate course? (Please indicate " N/A" , if not applicable.) *

審計學(1)、(2)

1. 依下方科目填入成績(若有重修，請註記 一修/二修 分數)(ex. 59/80)
2. 高會(1)(2)請寫同一欄(若有重修，請註記一修/二修 分數)，審計亦同 (e.g. 高會(1)59/80、高會(2) 50/70)

科目(英文)	科目(中文)
Auditing	審計學
Accounting Principles	初級會計學
Intermediate Accounting	中級會計學
Advanced Accounting	高級會計學

Application Questions 2 of 2

問卷內容可用中文填寫

If you have taken exams in other languages, please indicate which exams and the results.

如果有參加過語言相關考試，請寫出考試名稱及分數(例：TOEIC 800 / IELTS 7.5)

Please list the technology skills you are proficient in. (Excluding Excel, Word, PowerPoint)

請在此列出資訊相關技能(不包含Excel, Word, PowerPoint)

Which active / current certifications or licenses do you hold?

如果有其他證書/證照請在此列出

Application Questions 2 of 2

問卷內容可用中文填寫

Please confirm whether the full academic transcript is attached to the resume. If not, please apply it from your school as soon as possible and mail to our mailbox (tw_graduates@pwc.com).

select one

請確認是否已將歷年成績單附在履歷檔中。

若未附上者，請盡速向學校申請後，寄信至校園信箱：tw_graduates@pwc.com

*大學同學：大一至大三之成績單

*研究所同學：大學完整成績單及碩一成績單

Please confirm whether the conduct grades are attached to the resume. For those studying at foreign schools, please attach a professor's recommendation letter. If not, please apply it from your school as soon as possible and mail to our mailbox (tw_graduates@pwc.com).

select one


請確認是否已將操行成績附在履歷檔中。

若未附上者，請盡速向學校申請後，寄信至校園信箱：tw_graduates@pwc.com

Personal Information

Personal Information

Date of Birth *

Primary Nationality *

Additional Nationalities

Terms and Conditions

By submitting this application, you acknowledge that you have read and understand the [Terms of Use](#) and [Privacy Statement](#). To the extent consent is required under applicable law, by submitting this application you hereby consent to the collection and processing of your personal information (including any sensitive personal information you choose to provide) by PwC in connection with your application as described in the [Privacy Statement](#).

Yes, I have read and consent to the terms and conditions *

請填寫個人資訊

- 生日
- 主要國籍
- 其他國籍 (若無，請留空白)

提交此申請，即表示您已閱讀並理解使用條款和隱私聲明。您同意資誠在相關法令或法規要求的範圍內，針對您投遞職缺流程中提供的個人資料（包括任何您選擇提供的敏感性資料）進行收集、處理及利用。

再次確認

My Information

How Did You Hear About Us?
I learned about PwC through my university / campus

Have you ever worked for PwC, one of our current brands, or any of our predecessor firms?
No

Legal Name
Chen-Chen Zhu (朱晨晨)

I have a preferred name
No


Address
基隆路一段333號
信義區
Taipei City 110
Taiwan

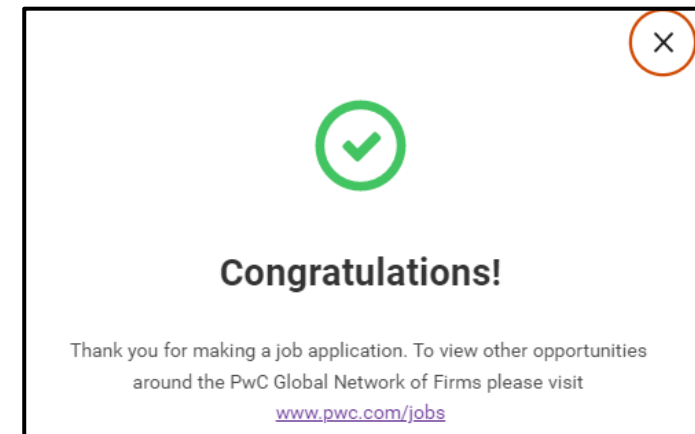
Email
@gmail.com

Phone

填完履歷資訊，請再次**仔細檢查**填寫資訊。

一旦送出履歷後，即視為正式投遞，無法修改附加檔案及志願序等資訊。

確認好後就可以按下  !!



看到此資訊，代表投遞完成啦！
請靜候我們下一步的通知！

Candidate Home

My Applications

Your application is being reviewed by the PwC network firm you've applied to. Being a network of member firms, each PwC firm will have local recruitment and hiring processes in accordance with local employment conditions.

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
校園招募_應徵職缺名稱	000000WD	Application received	April 10, 20??	...

[View Application](#)
[Withdraw Application](#)

在Candidate Home，您可以**檢視投遞職缺目前的狀態**。

投遞後若需要更新檔案，請寄至校園信箱：tw_graduates@pwc.com

請注意：如果按下“**Withdraw Application**”將視為放棄職缺應徵！且無法再次投遞！

校園招募

E-mail : tw_graduates@pwc.com

地址：台北市信義區基隆路一段333號27樓

聯絡人：人力資源發展部

電話：+886-2-27296666 分機21218



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