

**CONFIDENTIAL**



**APPLICATION FOR EMPLOYMENT**

**職位申請表**

# Personal Information Collection Statement pertaining to Recruitment

The personal data collected in this application form will be used by the Group and its subsidiary and affiliated entities to assess your suitability to assume the job duties of the position for which you have applied and to determine remuneration and benefits package to be offered to you subject to selection for the position.

It is our policy that all interviewed but unsuccessful applications will be retained for 24 months for possible future recruitment purposes within the Group and its subsidiary and affiliated entities.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of your personal data in relation to your employment according to our internal policy.

## 招聘方面的收集個人資料聲明

本集團（包括本集團附屬和關聯公司）會將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位，以及決定在你獲挑選出任該職位時的薪酬及福利。

根據本集團之人力資源政策，集團會保留所有曾參與面試但落選之申請資料二十四個月，作本集團將來招聘之用。

根據《個人資料(私隱)條例》，你有權依照本集團的內部政策要求查閱及改正你在僱傭方面的個人資料。

### 第一部份 申請職位

#### Part I Position Applied For

申請職位 Position Applied For	薪金要求 Expected Salary
可上班日期 / 離職通知期 Availability / Notice Period Required for Resignation	
從何途徑得知本集團招聘資料? (請在適當方格內加上「✓」) How did you learn about our job vacancy? (Please tick the appropriate box "✓")	
<input type="checkbox"/> Company Website 公司網頁 <input type="checkbox"/> Newspapers 報章 <input type="checkbox"/> JobsDB <input type="checkbox"/> Referral 介紹 (Referred by 介紹人姓名) _____ <input type="checkbox"/> Institute/JIIS 學院/大學聯網 <input type="checkbox"/> Labour Dept. 勞工處 <input type="checkbox"/> Others 其他 (Please Specify 請說明): _____	

### 第二部份 個人資料

#### Part II Personal Particulars

姓名 (正楷填寫) Name (in block letters)	英文 (English)	中文 (Chinese)
香港身份証 / 護照號碼 Hong Kong ID / Passport No.		
住址 Home Address		
聯絡號碼 Contact Number	電郵地址 Email Address	

### 第三部份 學歷 (請由最近之學歷開始填寫)

#### Part III Academic Qualifications ( Please start with the latest qualifications attained )

學校及學院名稱 Name of School, College & University	由 (月/年) From (mm/yy)	至 (月/年) To (mm / yy)	所獲資格 / 學歷 Qualifications Attained

**第四部份 專業資格 (請由最近之專業資格開始填寫)**

**Part IV Professional Qualifications (Please start with the latest qualifications attained)**

專業資格 Professional Qualifications	頒發機構 Issuing Authority	頒發日期 Date of Issue

**第五部份 工作經驗 (請由最近之工作經驗開始填寫)**

**Part V Working Experience (Please start with the latest employment)**

由 (月/年) From (mm / yy)	至 (月/年) To (mm / yy)	任職機構名稱 Name of Employer	職位及職責 Position & Responsibilities	現時/離職時薪金 Current / Last Salary	離職原因 Reasons for Leaving

**第六部份 技能**

**Part VI Skills**

甲. 語言能力 (請註明語言及書寫能力)  
A. Language Ability (Please indicate level of ability in both oral and written communication)

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乙. 電腦知識  
B. Computer Skills

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丙. 駕駛執照 (請註明類別及簽發日期)  
C. Driving Licence (Please indicate type & date of Issue)

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丁. 其他技能  
D. Others Skills

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**第七部份 諮詢人 (請填寫非親屬)****Part VII References (Please provide non-relative)**

姓名 Name	職業 Occupation	與諮詢人之關係 Relationship with the Referee	公司名稱及地址 Name & Address of Company	電話號碼 Telephone Number

**第八部份 其他資料 (請在適當方格內加上「✓」)****Part VIII Other Information (Please tick the appropriate box "✓")**

甲. 你曾否申請本公司 / 集團任何職位 ?

A. Have you ever applied for any jobs with our Company / Group ?

否  
No有  
Yes

請說明職位

Please state the applied position

申請日期

Application Date

乙. 你曾否於本公司 / 集團工作 ?

B. Have you ever been employed by our Company / Group ?

否  
No有  
Yes

請說明職位

Please state the applied position

受僱期

Employment Period

丙. 如有近親在本公司 / 集團工作, 請列明其姓名、職位及與閣下之關係。

C. If you have any close relatives currently working in our Company / Group, please state their names, positions and relationship to you.

姓名 Name	職位 Position	關係 Relationship

**第九部份 聲明****Part IX Declaration**

本人聲明, 就本人所知, 申請表內填報的資料是真實和正確的; 本人也明白, 填報任何虛假或誤導性資料, 可導致被取消申請資格, 或於受聘後被撤職。本人知道及同意集團有權引用上述資料, 作為本人受僱於集團正常職務及與其有關之用途。

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that any false and misleading information given will lead to disqualification of my application or dismissal action if I were employed. I acknowledge and agree that the above information will be used for purposes relating to my employment with the Group and in the course of proper performance of my duties.

申請人簽署  
Signature of Applicant \_\_\_\_\_

日期  
Date \_\_\_\_\_