

APPLICATION FOR EMPLOYMENT

職位申請表

The information provided herewith would be kept in strict confidence and used for purposes relating to potential employment with Hong Kong Talent Management Co. Limited, and other employment related activities. It may be provided to departments that authorized to process the information for purposes relating to the employment.

Information on unsuccessful candidates will be destroyed after the recruitment is completed.

申請人提供的資料會絕對保密，並將用於**香港人才管理有限公司**招聘職位與聘用有關事宜上。有關資料可能送交獲授權處理職位申請人資料的部門，以便進行與招聘有關的事宜。

未獲取錄申請人的資料將於招聘完畢後全部銷毀。

Position Applied for:

申請職位

***PHOTO**

*相片

PERSONAL PARTICULARS

個人資料

Name in English (in Chinese):

英文姓名(中文姓名)

()

(Same as that shown on your HKID card/Passport 與香港身分證/護照上的姓名相同)

HKID Card No.:

香港身分證號碼

***Date of Birth:**

*出生日期

day日 / month月 / year年

Are you a permanent Hong Kong resident? : Yes / No

是否香港永久性居民

***Nationality:**

*國籍

***Sex:**

*性別

Address:

住址

Email Address:

電郵地址

Contact Tel. No.:

聯絡電話號碼

Home

住宅

Mobile

手提

***optional**

EMPLOYMENT HISTORY 工作經驗 (In reverse chronological order 請倒序填寫)

Period 日期		Name of Company	Position	Salary	Reasons for Leaving
Fr由	To至	公司名稱	職位	薪酬	離職原因

ACADEMIC ATTAINMENT 學歷 (In reverse chronological order 請倒序填寫)

Period 日期		Name of School	Degree / Diploma / Cert. Obtained
Fr由	To至	學校名稱	考獲之文憑或證書

REFEREES 諮詢人

Name 姓名	Name of Company 公司名稱	Title 職銜	Cont. Tel. No. 聯絡電話號碼	Email Addr. 電郵地址

LANGUAGE SKILLS & OTHERS 語言能力及有關技巧

Languages Spoken: • Cantonese • Mandarin • English • Japanese • Others
 能操語言 廣東話 國語 英語 日語 其他: _____

Skills and Special Knowledge :1

與申請職位有關之專長 _____

Expected Salary: _____

要求待遇

Date of Availability: _____

可到職日期

I, the undersigned, hereby declare that the information provided in this form is accurate & true.
 本人証實以上所有資料全屬真確。

Signature: _____

簽署

Date: _____

日期

CONSENT FOR REFERENCE

I, _____, holder of HKID No. _____, hereby give my consent and authorize my previous employer(s) and referee(s) to release my personal data to Hong Kong Talent Management Co. Limited for purpose of verifying my former employment and related details.

本人 _____ 香港身分證號碼 _____ 特許香港人才管理發展有限公司在招聘過程中, 向本人以往僱主或諮詢人作有關之工作性質或其他資料查詢。

Signature: _____

簽署

Date: _____

日期

FOR OFFICE USE ONLY

	1st Interview			2nd Interview		
Overall impression	Good	Fair	Poor	Good	Fair	Poor
Comments						
Name of Interviewer						
Date of Interview						
Signature						