



Application for Employment 職位申請表

Office Use Only

App. Ref.: _____

Date Rec'd: _____

Position applied for 申請職位: _____

Date available 可以履職日期: _____

Latest Monthly Salary 最後月薪: _____

Expected Month Salary 要求月薪: _____

Recent Photo

Part I. Personal Particulars 個人資料

Name (in block letters) 姓名 (正楷)

English 英文 _____ Chinese 中文 _____

Title 稱謂 Mr.先生 Mrs.女士 Ms.小姐

Do you need to apply for a work visa before you can work in HK? 於香港工作前是否需要申請工作簽證?

Yes 是 No 否

Correspondence address 通訊地址 _____

E-mail address 電郵地址 _____

Tel. no. (Home) 家居電話 _____ Mobile no. 手提電話 _____

Date of Birth 出生日期 _____ HK ID Card/ Passport No.: _____

香港身份證/護照號碼

Part II. Academic Qualifications 學歷**(Please start with the latest qualification attained 請先由最近之學歷開始填寫)**

Date (dd/mm/yy) 日期 (日/月/年)		Schools, Colleges, etc. Attended 曾就讀之學校及學院	Certificate/ Diploma 證書/文憑	Date of Issue 頒授日期
From 由	To 至			

Part III. Professional Qualifications (Vocational/ Practical Training)**專業資格 (職業/專門技能訓練)**

Nature of Training 訓練性質	Name of Organization 受訓機構名稱	Qualification Attained 獲得資格	Date of Issue 頒授日期

Part IV. Special Skills (for School Janitor post only) 其他技能 (只供申請校工職位填寫)

<input type="checkbox"/> Gardening 園藝 <input type="checkbox"/> Painting 油漆 <input type="checkbox"/> Carpentry 木工 <input type="checkbox"/> 水電維修 Plumbing/ Electrical maintenance <input type="checkbox"/> Electrical worker licence 電工牌照 <input type="checkbox"/> Other 其他 <hr/>
--

Part V. Work Experience 工作經驗**(Please start with the latest employment 請先由最近的工作開始填寫)**

Dates (mm/yy) 日期(月/年)		Organization/Employer 服務機構/僱主	Position 職位	Brief description of duties 工作性質/職責	Reasons for leaving 離職原因
From 由	To 至				

Part VI. Referees 諮詢人 (Please provide non-relatives 請填寫非親屬) Referees will be contacted only with applicant's consent. Referees should preferably be those who are acquainted with applicant's working history, e.g. immediate superior. 與諮詢人聯絡前，會先徵求申請人的同意。諮詢人應該熟悉申請人的工作背景，例如直屬上司。

Name 姓名	Position 職位	Co. Name 公司名稱	Tel. No. and Email Address 聯絡電話及電郵	Relationship 關係

Part VII. Other Information 其他資料 (Tick the appropriate box 於適用位置填上"✓")

<input type="checkbox"/>	Warnings, reprimands or other forms of sanctions from a professional body or regulatory body. 曾被專業機構或監管機構的任何紀律聆訊或收到其警告、譴責或其他形式的制裁。
<input type="checkbox"/>	Criminal records 刑事罪行紀錄
Details of the above if applicable 詳述以上適用項目: _____ _____	

Part VIII. Declaration 聲明

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

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。本人同意 貴公司有權引用上述資料，作為處理本人於 貴司之職位申請及於受僱後執行公司正常職務之用途。

Signature of Applicant: _____
申請人簽署

Date: _____
日期