

EMPLOYMENT APPLICATION FORM FOR FULL-TIME

全職職位申請表

Position Applied For

申請職位名稱

Salary Expected

要求薪酬

Earliest Date Available if appointed

如被錄用可於何日上任

Personal Particulars 個人資料

Name in English

英文姓名

Surname 姓氏

Other names 名字

Name in Chinese

中文姓名

Hong Kong Identity Card No.

香港身份證號碼

Passport Number

護照號碼

Issuing

簽發機構

Are you a permanent resident of the Hong Kong Special Administrative Region?

你是否香港特別行政區永久性居民?

Yes

是

No

否

Residential Address

住址

E-mail address

電郵

Residential Tel.

住所電話

Daytime Contact Tel. / Mobile No.

日間聯絡電話／手提電話

Date of Birth

出生日期

Place of Birth

出生地點

Marital Status*

婚姻狀況*

* Applicant can decide whether or not to provide these information.

Educational Background (in reverse chronological order) 學歷 (請倒序列出)

From 由	To 至	Secondary School/ College/ University Attended (if part-time, please specify) 曾就讀的中學 / 學院 / 大學名稱 (如屬部分時間就讀, 請註明)	Qualification Obtained (e.g., HKCEE/HKDSE; Certificate; Diploma; Associate degree; Degree etc.) 所獲資格 (例如: 中學會考/文憑; 證書; 文憑; 副學士; 學位等)	Year of Award 頒授年份
Mth. Yr. 月 年 (mm/yyyy)	Mth. Yr. 月 年 (mm/yyyy)			

From 由 Mth. Yr. 月 年 (mm/yyyy)	To 至 Mth. Yr. 月 年 (mm/yyyy)	Secondary School/ College/ University Attended (if part-time, please specify) 曾就讀的中學 / 學院 / 大學名稱 (如屬部分時間就讀, 請註明)	Qualification Obtained (e.g., HKCEE/HKDSE; Certificate; Diploma; Associate degree; Degree etc.) 所獲資格 (例如: 中學會考/文憑; 證書; 文憑; 副學士; 學位等)	Year of Award 頒授年份

Results in Chinese & English Language Subjects 中文及英文科成績

Chinese Language Subject 中文科

(Please specify the grading, e.g. A, B, C, or 1, 2, 3 in the box(es).) (請於方格內填寫等級, 如 A, B, C 或 1, 2, 3 等。)		Year of Award 頒授年份
(i) HKCEE / HKDSE 香港中學會考 / 香港中學文憑考試	<input type="text"/>	<input type="text"/>
(ii) HK A-level / AS-level 香港高級程度會考	<input type="text"/>	<input type="text"/>
(iii) Other Public Examinations (Please specify) 其他公開考試 (請列明)	<input type="text"/>	<input type="text"/>

English Language Subject 英文科

(Please specify the grading, e.g. A, B, C, or 1, 2, 3 in the box(es).) (請於方格內填寫等級, 如 A, B, C 或 1, 2, 3 等。)		Year of Award 頒授年份
(i) HKCEE / HKDSE 香港中學會考 / 香港中學文憑考試	<input type="text"/>	<input type="text"/>
(ii) HK A-level / AS-level 香港高級程度會考	<input type="text"/>	<input type="text"/>

Results of the Public Examination in Chinese and English 中文及英文科公開考試成績

Putonghua Shuiping Ceshi (Please specify the score or the grading.) 普通話水平測試 (請填寫分數或等級.)			Year of Award 頒授年份
(i) Level I 第一級	Grade A 甲級	Grade B 乙級	_____
(ii) Level II 第二級	Grade A 甲級	Grade B 乙級	_____
(iii) Level III 第三級	Grade A 甲級	Grade B 乙級	_____

Putonghua Course organized by institutions (Please specify the score or the grading.) 由學院舉辦的普通話課程				Year of Award 頒授年份
Name of Institution 學院名稱	Course Name 課程名稱	Level 等級	Result 成績	
_____	_____	_____	_____	

Public Examinations (Please specify the score or the grading.) 公開考試 (請填寫分數或等級.)		Year of Award 頒授年份															
(i) IELTS 國際英文水平測試	Overall band score 綜合成績																
<ul style="list-style-type: none"> Academic Module 學術模式 General Training Module 訓練模式 	_____	_____															
(ii) TOEFL 托福考試																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type 種類</th> <th>Total Score 總分</th> </tr> </thead> <tbody> <tr> <td>Paper-based 筆試</td> <td></td> </tr> <tr> <td>Computer-based 機試</td> <td></td> </tr> <tr> <td>Internet-based 網絡考試</td> <td></td> </tr> </tbody> </table>	Type 種類	Total Score 總分	Paper-based 筆試		Computer-based 機試		Internet-based 網絡考試		<p>And 及</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Test of Written English 英語表達能力測試</th> <th>Year of Award 頒授年份</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Test of Written English 英語表達能力測試	Year of Award 頒授年份						
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(iii) Other Public Examinations (Please specify) 其他公開考試 (請註明)	Score <input style="width: 50px;" type="text"/>																

Self-ratings of Proficiency in spoken Cantonese, Putonghua and English 廣東話、普通話及英語口語能力

Please self rate your level of proficiency by "ticking" the numbers below ("1" being not proficient and "10" being highly proficient).
請自我評核等級，"勾選" 流利程度 ("1" 代表不熟練而"10" 代表非常熟練)

	Not Proficient 不熟練					Highly Proficient 非常熟練				
	1	2	3	4	5	6	7	8	9	10
(i) Cantonese 廣東話										
(ii) Putonghua 普通話										
(iii) English 英語										

[illegible]

Appointments Held (in reverse chronological order, starting with present or most recent employment)

現任職位及過去工作經驗 (請由現職開始倒序列出)

Name of Organization 機構名稱	Full Time/ Part Time 全職/兼職	Position Held and Nature of Work 職位及 主要職責	Date (Month/Year) 日期(月/年)		Employment Period 工作年期		Reason for leaving 離職原因
			From 由	To 至	Years 年	Months 月	
			全職工作總年數 Total full-time employment (years) _____				

Present/Last Basic Salary 現職或近職基本薪酬

Present/Last Basic Salary: 現職或近職基本薪酬:	HK\$ 港幣	(Per Month) (每月) ×	Month 月	Incremental Date (if applicable): 增薪日期(如適用)
(Please specify if salary is not paid on per month basis) (如並非以月薪支付薪酬請另註明)				(Per hour / Per day) (時薪/日薪)
Other emoluments (bonus, allowances etc, if applicable): 其他薪酬(花紅、津貼等，如適用):			Contract-end Gratuity (if applicable): 約滿酬金(如適用):	

Additional Information 額外資料

Have you ever been worked in BEAM Society Limited? 你曾否在本公司任職？

☐ No 否 ☐ Yes, please state 有，請列明:

Last Dept & Post 單位及職位	Employment Period 任職時期
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Do you know anyone working in BEAM Society Limited? 你有否認識現時本公司任職之人士？

☐ No 否 ☐ Yes, please state 有，請列明:

Name 姓名	Present Post 現職	Relationship 關係
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Have you ever apply for any position in BEAM Society Limited in the past 6 months? 過去 6 個月內你有曾否申請本公司之職位？

☐ No 否 ☐ Yes, please state 有，請列明:

Have you ever been convicted of sexual offence or other criminal offence in Hong Kong or elsewhere, or whether involved in any ongoing criminal proceedings or investigation? 你曾否在香港或其他地方判定干犯性罪行或其他刑事罪行，或涉及任何在進行中的刑事訴訟或調查？

☐ No 否 ☐ Yes, please state 有，請列明:

Additional Information 額外資料

How did you learn about this vacancy? 你從哪種途徑得知此職位空缺? 請選擇。

- | | |
|--|------------------|
| <input type="checkbox"/> Advertisement, please state 招聘廣告: | Other 其他: |
| <input type="checkbox"/> Referral, referred by 推薦, 推薦人姓名: | Relationship 關係: |

Declaration 聲明

I confirm that I have read and understood the policy statements of BEAM Society Limited on Personal Data Collection and Equal Opportunity. The information I supplied in this form and any attachment is complete and correct. If I fail to provide all relevant documents or be cooperative in procuring the same may result in the application not being processed. I understand that any willful misrepresentation or concealment of important information will render me liable to disqualification for employment, or to summary dismissal and criminal prosecution after being appointed.

本人已閱讀及明白建築環保評估協會有限公司之收集個人資料及平等機會聲明。本人於此申請表及向貴協會提供之其他資料，均完整無誤。若本人未提供或盡力取得所有相關資料，本人之申請可能不獲處理。本人明白，任何虛報或隱瞞重要事實之行為，會導致本人之申請不獲考慮，或於受僱後被即時解僱及刑事起訴。

Signature 簽署:

Date 日期:

Reference Check Statement (Data Collection from third parties)**向第三者收集個人資料聲明**

BEAM Society Limited (hereafter referred to as “the Association”) may contact your previous and present employers and/or schools and education institutes which you have attended concerning any record or information relating to your employment/study. The employment offer is subject to satisfactory reference check.

在甄選過程中，本協會會聯絡閣下前任或現職之僱主/曾就讀之學校及教育機構查詢與聘用程序相關之資料。即使閣下已獲本機構聘用，仍須待本機滿意有關查證結果後，聘用合約方為有效。

This Statement is governed by the Personal Information Collection Policy of the Association.

本聲明受本協會之「收集個人資料」政策監管。

Authorization of Data Collection**授權書**

I hereby authorized BEAM Society Limited to make verbal or written enquiries concerning any record or information relating to my present or previous employment / education; and I hereby also give my consent to my present and previous employers / schools and institutes which I have attended to release such information to the Association.

本人同意及授權建築環保評估協會有限公司以口頭或書面形式索取本人過往及現職之僱傭資料/學歷資料，並同時授權本人曾任職及現職之機構以及本人過往曾就讀之學校/教育機構向協會提供相關資料。

I also hereby release both parties, i.e., BEAM Society Limited and the Organization / School / Institute * mentioned below, from all liability for damages or claims, including, but not limited to, defamation, interference with contract, and negligence, which may arise or result from any reference information gathered pursuant to this authorization. (* Please delete as appropriate.)

本人在此同意，由此次授權所收集的參考信息可能引起或導致的任何損害或索賠，包括但不限於誹謗，干擾合同和疏忽，本人免除建築環保評估協會和以下提及的機構／學校／學院 * 的法律責任。(* 請刪除不使用的項目)

Applicant's Name:

申請人姓名:

HK Identity Card No.:

香港身份證號碼:

Signature:

簽名:

Date:

日期:

Information of Referee**諮詢人資料**

Referee's Name:

諮詢人姓名:

Relationship/Position:

關係/職位:

Name of Organization / School / Institute:

機構／學校／學院名稱:

Contact No.:

聯絡號碼:

Email:

電郵:

Note to Applicants 申請人注意事項

The referee should be your present or last employer / supervisor / teacher, for which you have previously worked, and/or schools and education institutes which you have attended. Your friend and relative cannot act as your referee.

諮詢人必須是你現職或過往任職公司之僱主／上司，以及／或是你曾就讀之學校及學院之導師。你的親友不能作為你的諮詢人。

Policy Statements

政策聲明

1. Personal Information Collection Statement

收集個人資料聲明

(a) **Purpose 目的**

The personal data collected by the Association is for consideration of your recruitment application. Data of successful applicants will be kept as part of the Association's employee records.

本協會收集閣下之個人資料是作為考慮閣下申請本局職位之用。獲接納之申請人資料將被納入本協會僱員紀錄中。

(b) **Data User 資料使用**

Only authorized personnel can access and use the data provided.

只有本協會授權人士方可查閱及使用閣下提供之資料。

(c) **Retention of Data 資料儲存**

Unsuccessful applications will be destroyed within 6 months upon the completion of the recruitment process. If we want to retain your application for more than six months for other recruitment purposes, your further consent will be sought.

本協會會於本次招聘程序完結後，保留申請者資料不多於六個月作其他招聘用途，其後會將申請人之資料銷毀。若本協會欲保留申請者資料多於六個月作其他招聘用途，將會徵求申請者的進一步同意。

(d) **Data Correction 資料更改**

Applicants who wish to request access to, and correction of, their personal data may write to the Human Resources Department of the Association.

申請人如欲查閱及更改所提供之個人資料，請以書面與本協會人力資源部聯絡。

2. Equal Opportunity Statement

平等機會聲明

BEAM Society Limited is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointments are based on the candidates' working experience, competencies and qualifications regardless of their gender, age, race, disability, marital status or family status.

本協會為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本協會一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、年齡、種族、殘疾、婚姻狀況或家庭崗位而受影響。