

EMPLOYMENT APPLICATION FORM 申請職位表

STRICTLY CONFIDENTIAL 機密文件

Position Applied For
申請職位名稱

Salary Expected
要求薪酬

Date Available
到任日期

Section A 甲部

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

Do you have right of abode in Hong Kong?

你是否擁有香港居留權?

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*

Emergency Contact Person & Relationship

緊急事故聯絡人及關係

Contact Tel. No.

聯絡電話

ACADEMIC QUALIFICATIONS (in reverse chronological order) 教育程度 (按接受教育時間由近至遠順序列出)

Date (DD/MM/YY) 就讀日期 (日/月/年)		School/College/University or Training Organization Attended 曾就讀的學校/學院/大學/訓練機構	Field of Studies 主修領域	Qualification Obtained 獲取的學歷或資格
From 由	To 至			

PROFESSIONAL QUALIFICATIONS (in reverse chronological order) 專業資格 (按獲取日期由近至遠的順序列出)

Professional Qualification 持有的專業範疇	Full Name of Issuing Authority 頒贈機構名稱	Level Attained / Level to be Attained 所達到/將達到的程度	Date Obtained / Date to be obtained (Day / Month / Year) 獲取/將獲取資格的日期 (日/月/年)

EMPLOYMENT HISTORY (in reverse chronological order) 工作經驗 (請由近至遠的順序列出)

Name of Firm: 機構名稱			
Starting Position: 開始職位		Current/Last Position: 現時/最後職位	
Start Date (dd/mm/yyyy): 開始日期 (日/月/年)		End Date (dd/mm/yyyy): 結束日期(日/月/年)	
Monthly Salary 月薪: (State currency 列明貨幣)		Bonus (p.a.) 花紅(每年): (State currency 列明貨幣)	
Other Allowances: 其他津貼		Reasons for Leaving: 離職原因	
Main responsibilities (please specify): 主要職責 (請說明)			
Name of Firm: 機構名稱			
Starting Position: 開始職位		Current/Last Position: 現時/最後職位	
Start Date (dd/mm/yyyy): 開始日期 (日/月/年)		End Date (dd/mm/yyyy): 結束日期(日/月/年)	
Monthly Salary 月薪: (State currency 列明貨幣)		Bonus (p.a.) 花紅(每年): (State currency 列明貨幣)	
Other Allowances: 其他津貼		Reasons for Leaving: 離職原因	
Main responsibilities (please specify): 主要職責 (請說明)			

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Other Allowances: 其他津貼		Reasons for Leaving: 離職原因	
Main responsibilities (please specify): 主要職責 (請說明)			
Name of Firm: 機構名稱			
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Other Allowances: 其他津貼		Reasons for Leaving: 離職原因	
Main responsibilities (please specify): 主要職責 (請說明)			
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Starting Position: 開始職位		Current/Last Position: 現時/最後職位	
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Other Allowances: 其他津貼		Reasons for Leaving: 離職原因	
Main responsibilities (please specify): 主要職責 (請說明)			

Section B 乙部

ADDITIONAL INFORMATION 額外資料						
1)	Are any of your family members or friends employed by our company? 你是否有任何親屬或朋友受僱於本公司？ If yes, please give details 如有，請列明詳情					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
2)	Are any of your family members employed by a business which is a direct competitor of our organization? 你是否有任何親屬受僱於與本公司業務性質相同的機構？ If yes, please give details 如有，請列明詳情					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
3)	Have you ever been found guilty of an offence in a court of law? 你曾否被香港或香港以外的法庭判定有罪？ If yes, please give details 如有，請列明詳情					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
4)	Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers? 你在前僱主任職期間，曾否有任何違反紀律的紀錄？ If yes, please give details 如有，請列明詳情					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
5)	How did you learn about our company vacancy? 你從哪種途徑得知本公司職位空缺? 請選擇。					
	JobsDB	Career Times	SCMP	JIJIS 聯校就業資料庫	Company Website 公司網頁	
	Labour Dept 勞工處	HK Indeed	Friends 朋友介紹	Others (Please Specify) 其他 (請註明)		

Section C 丙部

EMPLOYMENT REFERENCE 推薦人				
Name 姓名	Name of Firm 機構	Position Held 職位	Email 電郵	Contact No. 聯絡號碼

Section D 丁部

LANGUAGE PROFICIENCY AND COMPUTER SKILLS 語言能力和電腦技能								
Language Proficiency 語言能力	Written 寫作				Spoken 口語			
	Advance 高級	Moderate 中級	Basic 基本	None 無	Fluent 流利	Moderate 中級	Basic 基本	None 無
English 英語								
Cantonese 廣東話								
Putonghua 普通話								
Others (please specify)^ 其他 (請註明)^								
^								
Computer Skills 電腦技能								
System 系統	Windows 微軟		UNIX					
Applications 應用	MS Word		MS Excel		Adobe Acrobat		Photoshop	
	MS Access		MS PowerPoint		Oracle			
	Others (please specify) 其他 (請註明)							

Section E 戊部

Personal Information Collection Statement 個人資料收集	
1.	<p>The personal data collected in this application form will be used by BEAM Society Limited for recruitment proposes.</p> <p>此申請表格上收集之個人資料將予環保建築評估協會有限公司作為招聘有關用途</p>
2.	<p>Supply of information for items marked with (*) is voluntary and will not influence the outcome of your application. However, items that are not marked with (*), or otherwise stated to be mandatory, are mandatory for selection purposes and failure to provide these information may influence the outcome of your application.</p> <p>Information collected will be treated in strict confidence and used solely for recruitment purpose. The Company will retain all applications no longer than 1 year of which will be destroyed thereafter. We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process.</p> <p>註有(*)之個人資料項目,均可選擇填寫與否。反之,若不能提供所需資料,將會影響招聘過程及結果。 申請人所提供的資料將予保密及只作招聘有關職位用途,公司將保留所有申請不多於一年,其後將被銷毀。 本公司在甄選過程中均採取平等機會處理所有職位申請,絕不會因種族、性別、殘疾或家庭崗位構成任何歧視。</p>
3.	<p>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 application. If you wish to exercise these rights, please contact our Human Resources Department.</p> <p>根據個人資料私穩條例,閣下有權向敝公司之人力資源部要求更正與閣下之職位申請有關之個人資料。</p>

Section F 已部**Declaration 聲明**

I declare that the statements made by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in summary dismissal without any compensation. I have read and understand this agreement.

本人確認本申請表內所填各項皆屬事實，本人並明白如有任何虛報將導致即時解僱而不獲任何補償之處分。本人已細閱並明白此聲明。

I also authorize background investigation and verification of all information and statements contained in this application and which I may provide during any job interview(s) if I am considered for appointment (including but not limited to, Internet searches and other personal information available in the public domain), and I hereby give my consent to the BEAM Society Limited and any persons or organizations to action on its behalf to contact the referees listed above to release information regarding my employment and conduct for the consideration of this employment application.

如果我被考慮任命，本人還授權對本申請書中的所有信息和陳述進行背景調查和核實及我可能在任何工作面試中提供的信息和陳述（包括但不限於互聯網搜索和其他公共領域的個人信息），以及我在此同意環保建築評估協會有限公司和任何人員或它的組織代表，聯繫上面列出的推薦人，索取關於我的就業和行為信息，以考慮本就業申請。

Signature 簽署 _____

Date 日期 _____