

EMPLOYMENT APPLICATION FORM

Please complete all fields in BLOCK letters (use attachments or additional sheets if necessary).

Position Applied For

PERSONAL INFORMATION

Name in English		<input type="checkbox"/> Resident of HK <input type="checkbox"/> Holder of valid HK work visa		
Name in Chinese		Age	Sex	Marital Status
Home Phone	Mobile Phone	Expected Salary		Available Date
Email Address				
Address				

ACADEMIC QUALIFICATIONS

Please include any training related to the position you are applying for

Educational Institution	Major Subject	Type of Degree or Certificate	From	To



PROFESSIONAL QUALIFICATIONS

Description	Issued by	Issue Date

ADDITIONAL INFORMATION

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No

If yes, please specify

Do you have any other paid or unpaid work or involvement of any companies that may conflict with your employment at BSL? Yes No

If yes, please specify

Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers? Yes No

Have you ever been charged, arrested, or convicted of any offense or crime in HK or elsewhere? Yes No

Do you have any relatives employed by our Company? Yes No

If yes, please provide name and relationship

Name:

Languages:	None	Limited	Professional	Native
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Putonghua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Skills related to the position applied for



WORK EXPERIENCE – Start with your most recent employer

1. Name of Employer

Start Date	End Date	Job Title
Monthly Salary x months	Bonus (if any)	
Benefits included in Salary Package	Reasons for Leaving	
Job Responsibilities (please specify)		

2. Name of Employer

Start Date	End Date	Job Title
Monthly Salary x months	Bonus (if any)	
Benefits included in Salary Package	Reasons for Leaving	
Job Responsibilities (please specify)		

3. Name of Employer

Start Date	End Date	Job Title
Monthly Salary x months	Bonus (if any)	
Benefits included in Salary Package	Reasons for Leaving	
Job Responsibilities (please specify)		



4. Name of Employer

Start Date	End Date	Job Title
Monthly Salary x months		Bonus (if any)
Benefits included in Salary Package		Reasons for Leaving
Job Responsibilities (please specify)		

PROFESSIONAL REFERENCES: <i>(Please refer to II. below)</i>			
Name of Referee	Name of Company	Email Address	Tel No.

*** Remarks:** Please use one page for each company for the Professional References and sign below.

Please put a "✓" as appropriate

- I. I declare that all information given in this job application is true and complete to the best of my knowledge. I understand that any statement that is false, fraudulent or misleading may result in the rejection of my application and denial of employment.
- II. I authorize BEAM Society Limited and any persons or organizations to action on its behalf, to contact the referees and verify the information above. This information should include, but not restricted to, education and qualification, dates of employment; positions held, salary details, and an appraisal of my performance, capabilities and character.
- III. I understand that the information in this application form will be used for the purpose of processing my job application. If I am subsequently employed, this information will become part of my personnel records to be maintained by BEAM Society Limited.
I agree that If my application is unsuccessful for the position above, BEAM Society Limited may nonetheless keep my personal data and information for other relevant positions within the Company for 6 months from the date of the interview.

Signature: _____

Date: _____

Printed Name: