



# 求職申請書

## EMPLOYMENT APPLICATION FORM

如填寫位置不足，請另加紙張。不適用之問題請填「無」或「不適用」。請以正楷填寫此表格；

(All questions must be answered, and use separated paper if necessary.

Questions that are not applicable should be answered "Nil" or "Not Applicable". Please write in block letters.)

申請職位名稱 Applied Position:	要求待遇 Expected Salary:	最早到職日期 Earliest Date Available:
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### I. 個人資料 PERSONAL PARTICULARS

姓氏 Family Name: (Mr. / Mrs. / Ms.) (as per HKID)	名字 First Name: (as per HKID)	中文姓名 Name in Chinese:	暱稱 Nickname :
身份證/護照號碼 HKID/Passport No.:		出生日期 Date of Birth: (dd/mm/yyyy):	
國籍 Nationality:	性別 Gender:	流動電話 Mobile No.:	住宅電話 Home Tel.:
地址 Address:			
電郵地址 Email address:			

### II. 教育程度 EDUCATIONAL BACKGROUND (Most Recent One First 由最近資料列起)

就讀日期 (月/年) Date (mm/yy)		曾就讀之學校 / 學院 / 大學 Schools, Colleges, Universities, etc. Attended/Attending (State the country for overseas studies)	就讀的課程及已獲取的學歷 資格 / 級別 / 課程名稱 Class / Program Attended / Qualification Obtained	頒發日期 Conferred Date (mm/yy)
由 From	至 To			

### III. 專業資格 PROFESSIONAL QUALIFICATIONS (Latest One First 由最近資料列起)

頒發機構 Issuing Authority (State the country for overseas studies)	持有之專業資格 Professional Membership / Designation Awarded	頒發日期 Conferred Date (mm/yy)

### IV. 職業目標 CAREER OBJECTIVES

**V. 技能及語言 SKILL & LANGUAGE**

Please provide any other information which you consider relevant and helpful to your application, e.g. particular skills. 可提供其他對你申請此職位有幫助的資料，如特別技能等。

電腦知識 Computer Knowledge:							
語言能力 Language Ability (Please tick "✓" the appropriate)							
	寫作 Written			會話 Spoken			
	Excellent	Good	Fair	Native	Excellent	Good	Fair
廣東話 Cantonese							
英文 English							
普通話 Mandarin							
其他 Others, please specify: _____							

**VI. 就業詳情 EMPLOYMENT RECORD**

(請由**最近**之資料開始填寫，並提供不少於過去三年內或過去曾任職之兩份工作 Please starts with **the most recent one** and provides information of not less than past two jobs or the past three years.)

**1.**

僱主名稱 Name of Employer:		
職位名稱 Position	受僱日期 Employment Period 由 From 至 to	業務性質 Nature of Business
最後薪金 Last Salary \$ X 月 months	其他福利 (如:醫療, 津貼) Other Benefits (e.g. Medical, Allowances)	
離職原因 Reason for Leaving		離職證明書 Reference Letter <input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No

**2.**

僱主名稱 Name of Employer:		
職位名稱 Position	受僱日期 Employment Period 由 From 至 to	業務性質 Nature of Business
最後薪金 Last Salary \$ X 月 months	其他福利 (如:醫療, 津貼) Other Benefits (e.g. Medical, Allowances)	
離職原因 Reason for Leaving		離職證明書 Reference Letter <input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No

**3.**

僱主名稱 Name of Employer:		
職位名稱 Position	受僱日期 Employment Period 由 From 至 to	業務性質 Nature of Business
最後薪金 Last Salary \$ X 月 months	其他福利 (如:醫療, 津貼) Other Benefits (e.g. Medical, Allowances)	
離職原因 Reason for Leaving		離職證明書 Reference Letter <input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No

**VII. 其他個人資料 OTHER PERSONAL INFORMATION**

1. 您的配偶或近親是否從事運輸行業？ Are your spouse or close relative(s) working in Transportation Industry?  如是，請列明 If yes, please specify: _____	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
2. 您是否有親戚或朋友任職本公司？ Is any of your family member or friend working in our company?  如是，請列明： If yes, please specify: _____	<input type="checkbox"/> 有 Yes	<input type="checkbox"/> 無 No
3. 你曾否任職本公司？ Have you ever been employed by our company?  如是，請列明 If yes, please specify: _____	<input type="checkbox"/> 有 Yes	<input type="checkbox"/> 無 No

**VIII. 諮詢人資料 REFERENCES**

請列舉兩名諮詢人資料（請以現在或前上司為優先選擇）

Please provide details of two referees (preferably your present or former supervisors).

姓名 Name	公司 Company	職位 Title	聯絡電話 Contact No.	關係 Relationship

倘若申請被進一步考慮時，本公司將有可能向申請人之前公司／諮詢人查詢有關資料。

The Company may seek advices from the above referees and former employers if your application is further processed.

## IX. 備註 REMARKS

本求職申請書乃根據個人資料(私隱)條例而制訂。收集之個人資料只供招聘用途。如申請人有任何疑問,請與本公司人事部職員聯絡。

This application form is designed in compliance with the Personal Data (Privacy) Ordinance. Applicant may contact our Personnel Department for enquiry.

## X. 聲明 DECLARATION

1. 本人特此聲明,此職位申請表內所填報的資料均屬本人所知並為準確無訛。本人明瞭任何虛假聲明或蓄意隱瞞資料可導致即時解僱。「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司並無需負任何責任。

I declare that the foregoing information given by me is accurate and complete to the best of my knowledge. I understand that any misrepresentation, false statement or a willful withholding of information may be grounds for summary dismissal without liability to AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED.

2. 「快易通」有限公司是儲值支付工具的持牌人。根據<支付系統及儲值支付工具條例第 584 章>,所有「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司的員工必須通過財務狀況(破產及債務安排等等)和犯罪紀錄的審查。本人願意對以下幾點作出聲明:

- (1) 本人並 (\*沒有 / 有) 宣稱破產。
- (2) 本人並(\*沒有 / 有) 受任何債權人士訂立債務重整協議/償還安排 /<破產條例>(第 6 章)第 2 條所界定的自願安排。
- (3) 本人並 (\*沒有 / 有) 已在任何地方被裁定犯涉及欺詐或不誠實或刑事的罪行。

(\* 請圈下相關狀況 )

AUTOTOLL LIMITED is one of SVF Licensee. Pursuant to <Payment Systems and Stored Value Facilities Ordinance Cap 584>, all employee of AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED are required to pass the financial background checking (including bankrupt e.g. any composition or scheme of arrangement with personal creditors), any criminal conviction involving fraud / dishonesty. **Now, I declare the following points:**

- (1) I (\*haven't / have) been declared bankrupt.
- (2) I (\*haven't / have) entered into a composition or scheme of arrangement or a voluntary arrangements defined by section 2 of the Bankruptcy Ordinance (Cap.6) with the person's creditors.
- (3) I (\*haven't / have) been convicted in any place of an offence involving fraud or dishonesty or criminal cases.

(\* Please circle the appropriate)

3. 本人同意並允許「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司影印本人所提供之學歷及專業資格證明,以供招聘審核。

I hereby authorize AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED to copy my educational / professional certificates and reference letters for the purposes of assessing my suitability for employment.

4. 本人同意及允許「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司在招聘審核過程中,向本人之前僱主或諮詢人查詢本人有關就業之資料。

I hereby agree AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED to contact with the given referees to assess my suitability for employment.

5. 本人願意向「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司提供一切有關個人資料。同時,本人同意「快易通」有限公司 / 「快易通」國際有限公司 / 「快易通」保險代理有限公司在有需要時,向政府部門授權人士披露本人之個人資料。

I hereby give all my relevant personal and working information to AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED. And I agree AUTOTOLL LIMITED / AUTOTOLL INTERNATIONAL LIMITED / AUTOTOLL INSURANCE AGENT LIMITED to release my personal and working information to the government authorized person.

Signature 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_