

Consent for Obtaining Reference Check

In connection with my application for employment with PCCW, I, (FULL NAME) _____, holder of HKID Card No. _____, consent that my previous employer(s) can release to Human Resources of PCCW my previous employment information for reference check purpose. I trust that all information will be treated in confidence and will only be used for the purpose of processing my job application.

 (Signed)

 (Contact Telephone No.)

 (Date)

Employment Reference
To: HR Manager
PCCW
Address
A. Personal Particulars

 Name of Candidate

 HK Identity Card No. / Passport No.

 Name of Employer

 Period of Employment – From To

 Last Position

 Last Basic Salary (per month)

 Bonus:

 Commission (average per month)

 Other Allowances (average per month) please specify

B. Comments	Excellent	Good	Satisfactory	Below Average
Working Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Reason(s) for Leaving
D. Additional Comments

I confirm that the information given in this form is true and complete.

Signature

Name

Title

Contact Number

Date

Company Chop

List of Referees

Company Name & Address	Human Resources Contact Person & Position	Contact Number
(1) Company Name: _____ Address: _____ 	Name: _____ Position: _____ Name: _____ Position: _____	Tel: _____ Fax: _____ Tel: _____ Fax: _____
(2) Company Name: _____ Address: _____ 	Name: _____ Position: _____ Name: _____ Position: _____	Tel: _____ Fax: _____ Tel: _____ Fax: _____
(3) Company Name: _____ Address: _____ 	Name: _____ Position: _____ Name: _____ Position: _____	Tel: _____ Fax: _____ Tel: _____ Fax: _____
(4) Company Name: _____ Address: _____ 	Name: _____ Position: _____ Name: _____ Position: _____	Tel: _____ Fax: _____ Tel: _____ Fax: _____

