

APPLICATION FOR EMPLOYMENT

職位申請表

Photo
相片

Notes to Job Applicants 注意事項

All information given in this form will be treated in STRICT CONFIDENCE.
所有申請資料將絕對保密。

This application form should be written in BLOCK letters.
請用正楷填寫職位申請表。

It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of no longer than one year. When similar vacancies within our Group arise during the period, we may transfer your application to the departments concerned for consideration of employment.

根據本集團的政策，落選者的個人資料將會保存不多於一年以作日後參考之用。若本集團在此期間有類似之職位空缺，本集團或會將閣下的申請轉交有關部門考慮，在此期限以後，閣下的申請連同所有已呈交的文件將會全部銷毀。

Applicant's
Name

申請人姓名

Position Applied

申請職位

Sources of knowing
the vacancy

從何得悉此空缺

Have you ever applied to or been employed by our Group or any of its associated companies?

曾否向本公司或任何附屬公司申請職位或曾受聘？

☐ No 沒有

☐ Yes 有

Please
Specify
請註明

POSITION APPLIED 申請職位		
Position Applied 申請職位		
Expected Salary 要求薪金	X Months	Date Availability 可就職日期

PERSONAL PARTICULARS 個人資料		
English Name 英文姓名	Alias 英文別名	Chinese Name 中文姓名
Sex 性別	*Male 男 / *Female 女	#Date of Birth (DD/MM/YY) 出生日期(日/月/年)
#HKID No. / Passport No. 香港身份證號碼 / 護照號碼		#Nationality 國籍
#Marital Status 婚姻狀況		
Do you need to apply HKSAR working visa? 你是否需要申請香港特別行政區之工作簽證?		
<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		
Telephone No. 電話號碼 (Home 住所)		
(Mobile 流動電話)		
Email Address 電郵地址		
Residential Address 住址		

* Please delete whichever not applicable 請刪去不適用者

Optional 可選擇是否填寫

For HR use only

EDUCATION 學歷 (Please start with the latest one 請由最近日期開始填寫)				
Period 就讀期間 (Month 月 / Year 年)		Full-Time / Part-Time 全日 / 兼讀	Name of School / College / University / Institution 學校、學院或大學名稱	Programs Attended / Attending ; Qualification Obtained / to be Obtained 已獲取 / 將獲取的學歷或資格
From 由	To 至			
/	/			
/	/			
/	/			
/	/			
/	/			

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PROFESSIONAL QUALIFICATION 專業資格 / 牌照 / 註冊證		
Name of Institution 學院或機構名稱	Qualification Obtained / Membership Type 獲得資格 / 會籍類別	Date Obtained (Month / Year) 獲取資格日期 (月 / 年)

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This application should be written clearly in English/Chinese. 請用英文 / 中文填寫此職位申請表
All information given in this form will be treated in STRICT CONFIDENCE. 所有申請資料將絕對保密

EMPLOYMENT HISTORY 就業詳情 (Please start with the most recent employer 請先填寫現職或最近任職之機構)							
Employment Period 受僱日期			Starting Salary & Allowance 入職時薪金		Latest Salary & Allowance 現時 / 離職時薪金		
From 由 DD / MM / YY			To 至 DD / MM / YY		X Month 月		
Company Name 公司名稱			Business Nature 業務性質				
Job Title (Starting) 入職時職位			Job Title (Latest) 現時/離職時職位				
Company Address 公司地址							
Leaving Mode (e.g. resignation, termination, lay-off, etc.) & Reason 離職模式(例如:辭職、解僱、遣散等)及原因							
OTHER EMPLOYMENT HISTORY 其他就業詳情							
Employment Period 受僱日期 (Month 月 / Year 年)		Name of Company 公司名稱	Business Nature / Industry 業務性質/ 行業	Latest Job Title 離職時職位	Last Salary Package 離職時薪金		Leaving Mode (e.g. resignation, termination, lay-off, etc.) & Reason 離職模式(例如:辭職、解僱、遣散等)及原因
From 由	To 至				Basic Salary 底薪	Allowance, commission, bonus 津貼, 佣金, 分紅	
/	/				\$ X mths		
/	/				\$ X mths		
/	/				\$ X mths		

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LANGUAGE 語言 (Please tick <input checked="" type="checkbox"/> the appropriate boxes 請在適當的空格內 <input checked="" type="checkbox"/>)							SKILLS 技能		
Language 語言	Spoken 會話			Written 書寫			Typing Speed 打字速度	English wpm	
	Fluent 流利	Fair 普通	Basic 略懂	Fluent 流利	Fair 普通	Basic 略懂		中文	每分鐘 字
Cantonese 廣東話							<input type="checkbox"/> Software Applications (Please Specify) 電腦應用程式 (請註明) <input type="checkbox"/> Driving License - Hong Kong (Please quote issuing date) 香港駕駛執照 (請列明發出日期) <input type="checkbox"/> Driving License - Mainland China 內地駕駛執照		
Mandarin 國語									
English 英語									
Others, Please specify 其他, 請註明:							<input type="checkbox"/> Others, please specify 其他, 請註明		

REFEREE 諮詢人 (Please provide TWO non-relatives who are acquainted with you. 請提供兩位非親屬以供諮詢)				
Name 姓名	Company Name 公司名稱	Position 職位	Contact No. 聯絡電話	Relationship 關係
Name 姓名	Company Name 公司名稱	Position 職位	Contact No. 聯絡電話	Relationship 關係

GENERAL INFORMATION 一般資料 (Please tick <input checked="" type="checkbox"/> the appropriate boxes 請在適當的空格內 <input checked="" type="checkbox"/>)	
(a) Have you ever been convicted of a criminal offence? 你有沒有任何刑事紀錄? Note: A criminal conviction is not necessarily a barrier to employment. 註：刑事記錄並不一定影響職位聘任之決定 If yes, please specify 如有，請註明：_____	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(b) Have you ever been declared bankrupt? 你有沒有曾經被宣佈破產? Note: A declaration of bankruptcy is not necessarily a barrier to employment. 註：破產宣佈記錄並不一定影響職位聘任之決定 If yes, please specify period 如有，請註明日期：_____	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(d) Have you ever been employed by the South China Group or its affiliated companies? 你曾否受僱於南華集團或其轄下之公司? If yes, please specify the period, department & position 如有，請註明日期、部門及職位：_____	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(e) Do you have any relatives or friends who are currently employed by the South China Group or its affiliated companies? 你有沒有任何親友現職於南華集團或其轄下之公司? If yes, please state 如有，請列明： (Name 姓名) _____ (Relationship 關係) _____ (Co./Dept. 公司/部門) _____	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否

Personal Information Collection Statement Pertaining to Recruitment The personal data collected in this application form will be used by South China Group and/or its affiliated companies to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position. 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 any of these rights, please contact Group Human Resources and Administration Department. The information you provide us in this application is used by Group Human Resources and management to evaluate your suitability for employment. If you are not hired the application will be retained for 6 months. When there are vacancies in our subsidiary or associate companies during that period, we may transfer your application to them for consideration of employment. If you are hired the information will be retained in your personnel file, transferred to our payroll systems and any other systems used to process payroll benefits and other Human Resources functions. 招聘方面的收集個人資料聲明 南華集團將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位，以及在你獲挑選出任該職位時，用作與你商討初步的薪酬及福利。根據《個人資料（私隱）條例》，你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利，請與人力資源及行政部聯絡。你在這份申請表內所提供的資料將會被集團人力資源及行政部及有關管理部門應用以評估是否適合聘用。如你未獲取錄，此申請表將會保留六個月。如本公司的附屬或聯營機構在此期間出現職位空缺，本公司或會將你的申請轉交有關機構考慮。若被取錄，你的資料將會存放在你的個人檔案內，並轉交到薪餉部門及其他相關部門用以計算你的薪酬福利及進行其他人事上的用途。	
DECLARATION 聲明 Declaration by Applicant I declare and warrant that my academic attainment, professional qualifications, career history, business and working experience, matters relating to compensation and all other information which I have provided South China Group and/or its affiliated companies for the purpose of considering my application for employment with South China Group and/or its affiliated companies are accurate, true, complete, correct and without omission. I understand that any false information, omissions or misrepresentations of fact(s) may result in the rejection of my application or, if employment is offered to me, dismissal (with or without notice or payment in lieu) at any time during my employment with South China Group and/or its affiliated companies. I further understand that inquiries will be made to verify all information provided to South China Group and/or its affiliated companies. 申請人聲明 本人謹此聲明及保證，就 南華集團 及／或其轄下之公司的職位申請事宜而向 南華集團及／或其轄下之公司所申報的學歷、專業資格、就業記錄、從商及工作經驗、與待遇相關的事項，及其他一切資料，均屬準確、真實、完整、正確及無所隱瞞。本人明白若本人提供虛假資料、隱瞞或誤導事實，將導致 南華集團 及／或其轄下之公司拒絕本人的職位申請。本人明白如本人已在 南華集團 及／或其轄下之公司入職，上述行為可令 南華集團 及／或其轄下之公司於任何時間將本人解僱（無論是否或不需要提供通知期或代通知金代替與否）。本人明白南華集團 及／或其轄下之公司將就本人提供的所有資料作出查證及詢問。	
Signature of Applicant 申請人簽署	Date 日期