**Roma Appraisals Limited**

Job Application Form

|  |
| --- |
| Photo |

Position applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Earliest date available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| Name (English) |  |  |
| Name (Chinese) |  |  |
| I.D. Card /Passport No : |  | Sex : |
| Date of Birth |  | Marital Status: |
| Home Address: |  |  |
|  |  |  |
| Residence Tel no. |  | Mobile no. |
| Personal email address: |  |  |

1. **Education, Training and Development (including course current study)**

|  |  |  |  |
| --- | --- | --- | --- |
| From  (Month/Year) | To  (Month/Year) | College, University, or Training Establishment Attended | Qualifications Awarded |
|  |  |  |  |

**Language(s) spoken – please tick the box**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cantonese | Good |  | fair |  | poor |  |
| English | Good |  | fair |  | poor |  |
| Putonghua | Good |  | fair |  | Poor |  |
|  |  |  |  |  |  |  |

**Computer Skills (Software):-**

|  |
| --- |
|  |
|  |

**Other Skills (pls specify):-**

|  |
| --- |
|  |
|  |
|  |

1. **Work Experience (Most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  (Month/Year) | To  (Month/Year) | Employer Name | Job Title and responsibilities | Last Salary | Leave Reason |
|  |  |  |  |  |  |

**Personal Statement**

Please clearly mention your previous job duties which you think may be relevant to the job you are applying for:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referee(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Company/Organization | Title | Telephone | Email Address |
|  |  |  |  |  |
|  |  |  |  |  |

**Declaration**

I certify that the information provided in this application form is accurate, true and complete. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training.

And I understand that any misrepresentation may render my application being disqualified or dismissed immediately without compensation by the company even if employed.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_