

HR 034A

**PRIVATE &**

**CONFIDENTIAL**



**APPLICATION FOR EMPLOYMENT**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FOR OFFICE USE ONLY** | | | | |
|  | Reject | Confirm | Confirmed Position : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Put on file |  | Commencement Date : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| **Position applied for :** | | 1st choice | |  | | | | | | | Please provide a recent photo during the 1st interview |
|  | | 2nd choice | |  | | | | | | |  |
| Salary expected : | HKD | |  | | per month | | Date available / Notice Period: | |  | |  |
| Do you require a visa to work in HK? | | | | | | Yes | | No | |  |  |
| Will you work nights or on a rotating shift? | | | | | | Yes | | No | |  |  |
| Type of position desired : | | | |  | | Full Time | | Part Time | | Temporary |  |

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| **PERSONAL DATA** | | | | | | | | | | | | | | | | | | |
| Name in English : | | |  | | | | | | | | | Name in Chinese : | |  | | | |  |
| Age : | |  | Nationality : | | | | |  | | | | Email Address : | |  | | | |  |
| Date of Birth : | | |  | D |  | | | M |  | Y | | Place of Birth : | |  | | | |  |
| ID Card No./ Passport No. : : | | | | | |  | | | | | | | | | | | |  |
| Home Address : | | |  | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | How long have you been residing in HK: | | | | |  |  |
| Office Tel. No. : | | |  | | | | Home Tel. No. : | | | |  | | Hand Phone No | | |  | |  |
| IN CASE OF EMERGENCY I AUTHORISE THE COMPANY TO CONTACT (Optional) | | | | | | | | | | | | | | | | | | |
| Name in English :  (Mr/Mrs/Miss) | | |  | | | | Name in Chinese : | | | |  | | Relationship : | |  | | |  |
| Office Tel. No. : | | |  | | | | Hand Phone No | | | |  | |  | |  | | |  |
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| **FAMILY STATUS** | | | | |
| You may provide the full particular of your immediate family members (Optional) | | | | |
| Name | Relationship | Age | Occupation | Contact Telephone No. |
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| **EMPLOYMENT RECORD** (List present or last job first and work back) | | | | | |
| From  (Mth/Yr) | To  (Mth/Yr) | Company Name | Position | Monthly Salary | Reasons of Resignation |
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| **EDUCATION** | | | | |
| Education & Training | Name of School or College | From  (Mth/Yr) | To  (Mth/Yr) | Degree/Certificate obtained |
| Present studies, if any |  |  |  |  |
| Professional studies/others |  |  |  |  |
| University |  |  |  |  |
| Secondary school |  |  |  |  |
| Primary school |  |  |  |  |

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| **LANGUAGES** | | | | | | | | | |
| Mark with a “🗷“ indicate your knowledge of | Speaking | | | Reading | | | Writing | | |
|  | Good | Fair | Poor | Good | Fair | Poor | Good | Fair | Poor |
| English |  |  |  |  |  |  |  |  |  |
| Mandarin |  |  |  |  |  |  |  |  |  |
| Cantonese |  |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |  |

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| **SKILLS & ABILITIES** | | | | | |
| Mark with a “🗷 “ to each of the following in which you are experienced or trained | | | | | |
| Computer Operation : | Software |  | Typing (English) : |  | w/m |
| Typing (Chinese) : |  | w/m | Driving License : |  | Type |
| Others : |  | | | |  |
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| **RECREATION, HOBBIES & INTERESTS** | | | | |
|  | Do you smoke ? | Yes | No | |
|  | Hobbies & Interests : |  | |  |
|  | State name of Club, Society or Organisation that you are a member of, or were a past member of | | |  |
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| **REFERENCES** | | | | | | | | | | | | | | |
| Are you acquainted with any person presently/previously employed with Genting Group? | | | | | | | | | Yes | | | No | | | |
| Name : |  | | | Position : |  | | | Relationship : | |  | | | |  | |
|  |  |  |  | | | | |  | |  | | |  | | |
| Provide the names of person (apart from relatives) who have known you at least one year whom we may contact for personal reference. Previous work supervisors are preferred. | | | | | | | | | | | | | | |
| Name | | Occupation | | | | Length of Acquaintance | Address | | | | Telephone No. | | | | |
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**DECLARATION**

I declare that the statements made by me in this application are true, complete and correct. I understand and agree that a false statement or dishonest answer to any questions will lead to summary dismissal from the employment with group company(ies) of Genting Hong Kong Ltd. I also authorise any investigation of the above information for purposes of verification.

I have read through the attached Personal Information Collection Statement and understand it.

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| Applicant’s Signature |  | Date |
| Name: |  |  |

Revision no:9 Duration: 2 years

Date issued:24.08.2016 Filed by: HR – Talent Acquisition