

Employment Record 就業資料

Please fill in the following employment history by chronological order 請以最近期的至過去的就業年期順序填寫：
(i.e. current job, last job, previous jobs , ... 2nd job, 1st job)

Name of Employers 僱主	Positions Held 職位	Period 受僱年期		HK\$ Starting Salary 開始底薪	HK\$ Last Salary 最後底薪	Others (e.g. Bonus...) 其他 (例如花紅...)	Reason(s) for leaving 離職原因
		From 由 MM/YY	To 至 MM/YY				
----- Office Location 工作地點 ----- Business Industry 行業 -----							Voluntary Resignation () Termination () Others:-----
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Salary Expected 要求薪金：

Date of availability 可上班日期：

Sources 得悉招聘來源：

- ☐ United Asia Finance Limited Website 公司網頁
- ☐ Newspaper 報紙, 請列明
- ☐ Our Employee 員工, 請列明
- ☐ On-line Advertisement 網上招聘廣告, 請列明
- ☐ Others 其他, 請列明

For Human Resources Dept. Use Only	
() Accepted () Rejected () Pending	
Position Offered :	_____
Br / Dept :	_____
Salary Offered :	_____
HR System	
Input by _____	Verified by _____

Declaration

- 1 I declare that the above information provided, to the best of my knowledge, is true and correct. If any dishonest and false information are found, the Company reserves the right to terminate my employment at any time without notice if employed.
- 2 I have obtained the prior consent of the referee(s) mentioned hereinabove for their information to be provided and used in relation to this application and I hereby authorize the company to contact my employer, referees and such other related parties.
- 3 I authorize the Company to make photocopies of supportive documents in relation to the application including but not limited to Hong Kong Identity Cards, passports, bank passbooks and reference letters after confirmation of employment.
- 4 I understand that the information as provided including I.D. No. and other personal particulars are for the use of this application only.
- 5 I agree that this application together with the supportive documents remain the personal property of the Company and the Company is under no obligation to return the same to me whether the application is successful or not.
- 6 I acknowledge that all data and information contained herein are collected from me in a lawful and fair manners for use in relation to this application in compliance with the relevant data protection principles under the Personal Data (Privacy) Ordinance.
- 7 I understand that the application submitted will be used for recruitment related purpose. Data of unsuccessful applications will be destroyed after 12 months.
- 8 I agree and accept that the Company reserves the right to decline this application without stating any reasons therefor.

Applicant's Signature 申請人簽名：_____

Date 日期：_____

MM / DD / YY