

Employment Application Form

For HR Dept. Use

Staff No. :

Date Join :

Date Resign :

Private & Confidential 保密文件

Post Applied 申請職位	
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I. PERSONAL PARTICULARS 個人資料

Name in English 英文姓名	Name in Chinese 中文姓名	Passport / HKID No. 護照/香港身份證號碼
Correspondence Address (In English) 通訊地址 (英文)		
Date of Birth 出生日期	Age 年齡	Home Tel. 住宅電話
Mobile 手機號碼	Marital Status 婚姻狀況	<input type="checkbox"/> Married 已婚 <input type="checkbox"/> Single 未婚
Working Visa Needed 需要簽證 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	Nationality 國籍	
E-mail Address 電郵地址		

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷

Dates (M/Y) 日期 (月/年)		Full Name of Tertiary Institutions Attended 曾就讀院校名稱	Qualifications Obtained 所得資格/文憑/學位	Date of Award (M/Y) 頒授日期 (月/年)	For Office Use Copy Verified 已核對副本
From 由	To 至				

III. COURSE(S) STUDYING 現在修讀課程 (If Applicable 如適用)

Dates (M/Y) 日期 (月/年)		Full Name of Tertiary Institutions Attending 現時就讀院校名稱	Qualifications Obtained 所得資格/文憑/學位	Target Completion Date(M/Y) 預計完成日期 (月/年)
From 由	To 至			

IV. PROFESSIONAL QUALIFICATIONS 專業資格 (If Applicable 如適用)

Membership obtained from professional association or public examination 由專業學會或公開考試獲得之會員資格

Name of Association/ Professional Institution 學會/專業機構名稱	Title Abb. e.g. MCIH, MHKIE	Professional Title 專業名銜	Level Attained (If Applicable) 認可程度/資格(如適用)	Date of Award 頒授日期(月/年)	For Office Use Copy Verified 已核對副本

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V. WORKING EXPERIENCE 工作經驗

Present or Last Employment 現在或最後服務機構	Company Name 公司名稱		For Office Use Copy Verified 已核對副本
	Starting 開始	Current / Leaving 現職 / 離任	
Service Period 服務期間			
Job Title 職位			
Report to (Title Only) 直屬上司職銜			
Monthly / Annual Salary 月/年薪			
Responsibilities & Special Accomplishments 職責及特別功績			
Reason for Leaving 離職理由		Reference Letter 離職信件 <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	

Previous Employment 前服務機構	Company Name 公司名稱		For Office Use Copy Verified 已核對副本
	Starting 開始	Current / Leaving 現職 / 離任	
Service Period 服務期間			
Job Title 職位			
Report to (Title Only) 直屬上司職銜			
Monthly / Annual Salary 月/年薪			
Responsibilities & Special Accomplishments 職責及特別功績			
Reason for Leaving 離職理由		Reference Letter 離職信件 <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	

Previous Employment 前服務機構	Company Name 公司名稱		For Office Use Copy Verified 已核對副本
	Starting 開始	Current / Leaving 現職 / 離任	
Service Period 服務期間			
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Reason for Leaving 離職理由		Reference Letter 離職信件 <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	

VI. REFEREE 諮詢人資料

Name 姓名 _____	Name 姓名 _____
Relationship 關係 _____	Relationship 關係 _____
Position 職位 _____	Position 職位 _____
Organization 機構 _____	Organization 機構 _____
Contact No. 電話 _____	Contact No. 電話 _____
Email 電郵 _____	Email 電郵 _____

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VII. ADDITIONAL INFORMATION 補充資料

1. Have you ever been employed by M800 Limited? (If not included in Section 5 ~ Working Experience)
 你曾否受聘於資信 800 有限公司? (如未包括在第五部份 ~ 工作經驗) ☐ Yes 是 ☐ No 否
 If yes, please state at which site /department were you employed, your position and service period
 如有, 請列明部門名稱、職位及服務年份 _____

From 由 _____ To 至 _____

2. Have you ever attended any job interview by M800 Limited during the past 6 months?
 你曾否於過去 6 個月內參加任何資信 800 有限公司之面試? ☐ Yes 是 ☐ No 否
 If yes, please state the site/department you attended to interview?
 如有, 請列明部門名稱 _____

3. DECLARATION 聲明

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong? ☐ Yes 是 ☐ No 否

If yes, please give details

你曾否於香港或香港以外的法庭判定有罪? 如有, 請列明詳情

(Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to employment)

(註: 如申請人曾犯刑事或有違反紀律紀錄, 本公司不一定因此而不予錄用)

Date Available 履任日期		Salary Expected 薪金要求	
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4. ANNOUNCEMENT OF COLLECTING PERSONAL DATA 收集個人資料聲明

1. The purpose of this Employment Application Form is to assist the recruitment personnel of M800 Limited in assessing the suitability of candidates for a vacancy within the organization, and to negotiate with and make offers of employment to selected applicants.
 此職位申請表是協助資信 800 有限公司負責招聘之人員甄選合適的求職者之用, 以及就聘用事宜與甄選者進行商討及提出聘用邀請。
2. By signing on this form, the applicant authorizes M800 Limited to obtain references from the applicant's current or former employers or other sources for selection consideration.
 為協助甄選程序, 求職者於表格上簽署以授權資信 800 有限公司向求職者的目前或前僱主取得有關人士對求職者的個人評價。
3. The personal data of unsuccessful applicants will be destroyed within 6 months from the date of rejecting the applicant.
 按法例要求, 獲聘用之申請人的個人資料由拒絕聘用日期起 6 個月內銷毀。
4. I understand that the above information will be used by M800 Limited for recruitment selection purpose. If I am employed, will then be used for employment, manpower planning and the organization's business purpose. I declare that the information given above are true and correct. I request and **authorize relevant parties to release my information to M800 Limited when required.**
 本人明白上述資料乃供資信 800 有限公司作職位甄選之用。如受聘後, 則用於聘用、人力統籌及公司業務有關的事項上。
 本人聲明以上資料全部屬實。並請求及**授權有關機構及人士可按之要求提供本人之資料。**

HKID Card No. 香港身份證號碼 _____ Signature 簽名 _____

Date 日期 _____ Name of Applicant 姓名 _____

Name of Applicant _____

Date: _____

INTERVIEW ASSESSMENT FORM

Grade	Assessment	Definition of Grade
A	Excellent	Definitely suitable to the role
B	Good	Suitable to the role & meet the job requirements
C	Fair	Meet the job minimum standard
D	Unacceptable	Does not meet the required standard
N	Not Applicable	

Assessing Areas	Interview Result	1ST INTERVIEW		2ND INTERVIEW	
		Grade	Remarks	Grade	Remarks
Education					
Job Knowledge					
Relevant Working Experience					
Communication Skills					
Attitude					
Initiative					
Confidence & Maturity					
Overall Grading					

Comments (1st Interview) _____

Comments (2nd Interview) _____

Interview Result	<input type="checkbox"/> Not Suitable <input type="checkbox"/> Pending <input type="checkbox"/> Recommend Interview conducted by : _____ Name: _____ Position: _____ Date: _____	<input type="checkbox"/> Not Suitable <input type="checkbox"/> Pending <input type="checkbox"/> Recommend Interview conducted by : _____ Name: _____ Position: _____ Date: _____

☐ Declined Offer (Please specify) _____

☐ Accepted Offer

Commencing Date: _____ Department: _____

Position Offered: _____ Monthly Salary : _____ Allowance(if any): _____

Requested By: _____ Endorsed By Head of HR: _____