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###### Job Application Form 職位申請表

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| --- | --- |
| Position Applied 應徵職位 |  |
| I learned of this vacancy from  從何處得悉此職位空缺 | JobsDB  Affix Recent Photo  近照  CTgoodjobs.hk  efinancialcareers  Staff referral 員工介紹  Please specify 請註明：  Name:  Relationship:  Others其他  Please specify 請註明： |

**Personal Particulars個人資料**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname (in English)  英文姓氏 | | Other Names (In English)  英文名字 | | | | Date of Birth (DD/MM/YY)  出生日期 (日/月/年) | | |
| Chinese Name  中文姓名 |  | Alias  別名 | |  | | Place of Birth  出生地點 | |  |
| HK Identity Card Number  香港身份證號碼 | | | Passport Number  護照/旅行證件號碼 | | | Nationality  國籍 | |  |
| Residential Address  住址 | |  | | | | | | |
|  | | | | | | |
| Correspondence Address  (If different from above)  通訊地址 (如與住址不同) | |  | | | | | | |
|  | | | | | | |
| Residential Tel. No.  住所電話 | | Mobile No.  手機號碼 | | | Email Address  電郵地址 | |  | |

### **Education Background教育程度** (In chronological order 順序列出)

|  |  |  |  |
| --- | --- | --- | --- |
| Date 就讀日期  MM/YY (月/年) | | School/College/University/ Institution  Attended / Attending  曾經/現在就讀的學校/學院/大學/機構 | Class  Attended / Attending  曾經/現正就讀班級及課程 |
| From 由 | To 至 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Attainment 學歷/專業資格** (In chronological order 順序列出)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  領授日期 | | Academic / Professional Qualification Held  學歷/持有的專業資格 | Issuing Authority  領發機構 | Subjects Passed and Level Attained  合格科目及獲取程度 |
| MM月 | YY年 |
|  |  |  |  |  |
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## Working Experience 工作經驗 (In chronological order 順序列出)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (MM/YY)  日期 (月/年) | | Job Title &  Name of Organization  職位及機構名稱 | Major Responsibilities  主要職責 | Reason for Leaving  離職原因 |
| From 由 | To 至 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Declaration聲明**

1. Have you ever been censured, disciplined or disqualified by any professional or regulatory body (including a stock or futures exchange) in relation to any trade, business or profession? 你是否曾被專業或管理機構 (包括股票或期貨交易)在貿易﹑生意或專業資格上受到譴責或處分﹖

Yes, please specify 是, 請列明  No否

1. Have you ever been the subject of an investigation conducted by a regulatory or criminal investigatory body (i.e. disciplinary tribunal, examination authority, inspector appointed under any enactment, or other regulatory body)? 你是否曾是管理或刑事機構(例如法庭﹑考試局﹑或任何法令督察員)的調查對象﹖

Yes, please specify 是, 請列明  No否

1. Have you ever been investigated about offences involving fraud or dishonesty? 你是否曾因欺騙或不誠實之罪行而被調查﹖

Yes, please specify 是, 請列明  No否

1. Have you ever been adjudged by a court to be civilly liable for fraud, dishonesty or misfeasance? 你是否曾因欺騙﹑不誠實或濫用職權之罪行而被判決﹖

Yes, please specify 是, 請列明  No否

5. Do you have any friend(s) or relative(s) currently working in our company?

你是否有任何朋友或親屬在本公司工作？

Yes, please specify below 是, 請在下方列明  No 否

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee  員工姓名 | Department  所屬部門 | Position  職位 | Relationship  關係 |
|  |  |  |  |
|  |  |  |  |

Signature 簽署 Date 日期

Note: All personal data collected will be used by “Guotai Junan International Holdings Limited” for recruitment purposes only.

The data provided will be treated in the strictest confidence and will not disclose to the third party for any other purposes.

Information of all unsuccessful applicants will be destroyed within 12 months upon completion of the recruitment process.

**Personal Information Collection Statement**

**收集個人資料聲明**

1. All personal data collected will be used by “Guotai Junan International Holdings Limited” for recruitment purposes only. It may include access the suitability of applicants for a vacancy within the organization and to negotiate with and make offers of employment to selected applications. [[1]](#footnote-1)

所有已收集之個人資料將會被”國泰君安國際控股有限公司”作招聘有關之用途。當中包括協助評選合適的求職者填補機構的空缺，以及就聘用事宜與獲選者進行商討及提出聘用邀請。

1. Personal data provided will be treated in the strictest confidence and will not disclose to the third party for any other purposes. Information of all unsuccessful applicants will be destroyed within 12 months upon completion of the recruitment process.[[2]](#footnote-2)

所收集之個人資料將被保密，並不會向任何第三者披露作其他用途。所有落選申請者之資料將會在整個招聘過程完結後之十二個月內銷毀。

1. The accurate completion of all items in this form is obligatory for the further processing of the application. Otherwise, your application may be considered as invalidated.[[3]](#footnote-3)

所有申請者有責任完成整份表格並提供準確資料以方便進一步處理程序，否則，你的申請將會被視為無效。

1. You have the rights to make a request on your personal data access or correction by contacting with our HR staff. [[4]](#footnote-4)

你有權利就你的個人資料向人力資源部之同事提出查閱及改正資料的要求。

1. If there is any inconsistency or conflict between the Chinese and English version, the English version shall prevail.

如對中、英文版本有任何爭議，一切以英文版本為準。

Signature 簽署 Date 日期

1. Privacy Commissioner for Personal Data , Section 1.2.1.1 , “Code of Practice on Human Resource Management” [↑](#footnote-ref-1)
2. Privacy Commissioner for Personal Data , Section 1.2.3 & Section 1.3.3.1 , “Code of Practice on Human Resource Management” [↑](#footnote-ref-2)
3. Privacy Commissioner for Personal Data , Section 1.3.1, “Code of Practice on Human Resource Management” [↑](#footnote-ref-3)
4. Privacy Commissioner for Personal Data , Section 1.2.5, “Code of Practice on Human Resource Management” [↑](#footnote-ref-4)