

建議採取的行動

Recommended Course of Action

予以聘請
Offer:

日期 _____ 職位薪金 _____
Date: _____ Appointment Salary: _____

到職日期 _____
Date of Commencing Service: _____

婉拒/撤回聘請: 原因
Declined / Withdrawn; Reason: _____

申請拒絕
Reject

列入後備名單至
Reserve: Valid till: _____

備註

Remarks

在適當方格內加上 Tick the appropriate box

APN33/R10/05.11

職位申請表

Application for Employment



此申請表上資料如有虛報，申請者將被撤銷資格，本公司有權終止因此而訂之僱傭合約。此申請表上的資料只供人力資源管理部員工及招聘部門主管或其授權同事審閱。申請人倘落選，其資料將於六個月內從本公司檔案中刪除。

Misrepresentation of information in this form will lead to automatic disqualification of the application. The Corporation reserves the right to terminate any employment agreement made as a result of such misrepresentation. The information provided in this form will only be accessible to staff members of Human Resource Management Department and the Head of the recruiting department or his/her delegate(s). All information of unsuccessful candidates will be erased from our files within 6 months.

機密

CONFIDENTIAL

第一部分 申請職位
Part I. Position Applied For

申請職位 _____ 參考編號 _____
Position applied for: _____ Reference No.: _____

如受聘，何時可上班 _____ 每月薪金要求 _____
If appointed, when will you report for duty: _____ Expected Monthly Salary: _____

第二部分 個人資料
Part II. Personal Particulars

姓名(正楷填寫) (英文) _____ (中文) _____
Name (in block letters): (English) _____ (Chinese) _____

住宅 / 通訊地址 * _____
Home / Correspondence Address *: _____

電郵地址 _____
E-mail Address: _____

電話號碼 (住宅) _____ (流動電話) _____
Tel. No.: (Home) _____ (Mobile Phone) _____

你是否需要申請工作簽證才可在香港工作? 否 是
Do you need to apply for a work visa before you can work in Hong Kong? No Yes

第三部分 學歷 (請由現在或最近之學歷開始)
Part III. Academic Qualifications (Please start with the latest qualification attained)

中學/專上學院及大學 Secondary, Tertiary Institution & University	由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	所獲資格(列明科目及程度) Qualification Attained (with subjects & levels)	頒發日期 Date of Issue

第四部分 專業資格
Part IV. Professional Qualifications

證書、文憑及專業機構會員資格 Certificate, Diploma & Membership of Professional Institutions	頒發機構 Issuing Authority	頒發日期 Date of Issue

* 將不適用者刪去 Delete as appropriate

在適當方格內加上 Tick the appropriate box

香港郵政信箱9916號 GPO Box 9916 Hong Kong

