

JOB APPLICATION FORM
職位申請表

Recent Photo
近照

HR Ref. No. :

Date:

Position applied for 申請職位	1 st Choice 首選	Expected Salary 薪酬要求
	2nd Choice 次選	Date Available 可到職日期
Require Work Visa 工作簽證	<input type="checkbox"/> Yes 需要	<input type="checkbox"/> No 不需要
Type of Employment 求職類別		<input type="checkbox"/> Full-time 全職
		<input type="checkbox"/> Part-time 兼職

I. PERSONAL PARTICULARS 個人資料

<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 小姐 / 女士	Name in Chinese 中文姓名		
Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字	
* HKID Card / Passport No. *香港身分證 / 護照號碼	Date of Birth 出生日期 / / Date 日 / Month 月 / Year 年	Home Tel. 住所電話	
		Mobile Tel. 流動電話:	
Home Address 住址			
E-mail 電郵地址:			

II. EDUCATION / PROFESSIONAL QUALIFICATIONS (in reverse chronological order)

學歷 或 專業資格 (按近至遠列出獲取資格)

Education 學歷	From 由	To 至	Name of School / College / Institute / University Attended 曾就讀學院名稱	Certificate / Diploma / Degree Obtained (Please specify Subjects and Grades) 證書(請列明所修科目及成績等級)
	Month / Year 月 / 年	Month / Year 月 / 年		
Present Studies 現就讀之課程				
University / College 大學/專上學院				
Secondary 中學				
Primary 小學				
Others 其他				

* Please delete whichever not applicable 請刪去不適用者

III. EMPLOYMENT HISTORY (in reverse chronological order) 工作經驗 (按最近至遠列出任職記錄)

1.	From 由	To 至	Company Name 任職公司名稱	Company Address 公司地址
	Initial Post Held 最初職位		Last Post Held 最後職位	Immediate Superior's Name 直屬上司姓名
	Last Salary 最後薪金		Reason of Leaving 離職原因	
2.	From 由	To 至	Company Name 任職公司名稱	Company Address 公司地址
	Initial Post Held 最初職位		Last Post Held 最後職位	Immediate Superior's Name 直屬上司姓名
	Last Salary 最後薪金		Reason of Leaving 離職原因	
3.	From 由	To 至	Company Name 任職公司名稱	Company Address 公司地址
	Initial Post Held 最初職位		Last Post Held 最後職位	Immediate Superior's Name 直屬上司姓名
	Last Salary 最後薪金		Reason of Leaving 離職原因	
4.	From 由	To 至	Company Name 任職公司名稱	Company Address 公司地址
	Initial Post Held 最初職位		Last Post Held 最後職位	Immediate Superior's Name 直屬上司姓名
	Last Salary 最後薪金		Reason of Leaving 離職原因	
5.	From 由	To 至	Company Name 任職公司名稱	Company Address 公司地址
	Initial Post Held 最初職位		Last Post Held 最後職位	Immediate Superior's Name 直屬上司姓名
	Last Salary 最後薪金		Reason of Leaving 離職原因	

IV. SKILLS & ABILITIES 技能

Please rate your language(s) skill 請評寫你的語文能力：
 (1) Good 佳 (2) Average 一般 (3) Fair 略懂 (4) Not Applicable 不適用

LANGUAGE 語言	ENGLISH 英文	CANTONESE 廣東話	PUTONGHUA 普通話	Others 其他 _____	Others 其他 _____
Speaking 會話					
Reading 閱讀					
Writing 書寫					

Computer Skills 電腦操作技巧	
Other Skills / Certificates Attained 其他技能 / 證書資歷	<input type="checkbox"/> First Aid 急救 <input type="checkbox"/> Driving License 駕駛執照 <input type="checkbox"/> Hygiene Manager 衛生經理 <input type="checkbox"/> Hygiene Supervisor 衛生督導 <input type="checkbox"/> Others 其他: _____

V. OTHER INFORMATION 其他資料

1. How do you know the vacancy 如何得悉此空缺？

Advertisement 招聘廣告 _____

Hotel Website 酒店網頁

Relatives / Friends 親屬 / 朋友 _____

Labour Department 勞工處

School 學校 _____

Others 其他 _____

2. Do you have any friend / relative currently or previously employed by Camlux Hotel? If yes, please state as below:
是否有任何朋友/親屬現在或過去受僱於君立酒店？如有，請註明：

Name 姓名

Position 職位

Relationship 關係

VI. NOTES TO APPLICANT 申請人注意

1. You are requested to attach photocopies of certificates, transcripts and other relevant documents to support information given in your application. These copies are not returnable and will be verified in due course.

申請人須隨申請表夾附所有證書、成績單及其他有關文件的副本，以證明申請表內所填報的資料正確無誤。所有證件副本將不予退還，並須呈交正本核對。

2. All information given in this form will be treated in strict confidence.

所有申請資料將絕對保密。

3. The personal data in relation to your application will be used by the Camlux Hotel (hereinafter referred to as "the Hotel") to assess your suitability for assuming the position you are applying for. It may be provided to concerned department(s) of the Hotel to process the information for purposes relating to the collection of such information.

招聘時所收集的個人資料，將會用來評估申請人是否適合擔任所申請的職位。如有需要，有關資料可能會送交負責處理的相關部門辦理與招聘有關的事宜。

4. All the unsuccessful applications will be disposed of as soon as practicable and not later than one year after completion of the relevant recruitment exercises.

落選者的申請表會於招聘過程完成後一年內盡快銷毀。

5. Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.

申請人必須填妥職位申請表上所有項目及提供完整資料，以便進行評選。申請人如不提供此等資料，可能會對申請程序及結果構成影響。

6. Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Human Resources Department, Camlux Hotel, 15 Wang Kwong Road, Kowloon Bay, Hong Kong.

根據《個人資料(私隱)條例》，申請人可要求查閱及/或改正所填報的個人資料。如欲行使這項權利，請致函香港九龍灣宏光道15號君立酒店人力資源部。

VII. DECLARATION 聲明

1. I declare that the information given above is true and accurate to the best of my knowledge. If I provide any false information or dishonest statement, I understand and agree that it will lead to summary dismissal without notice or payment in lieu from my employment with Camlux Hotel (hereinafter referred to as "the Hotel") if the application is successful.

本人謹聲明以上提供之資料全屬確實無訛。如職位申請成功但提供虛假資料或作不誠實陳述，本人明白及同意接受君立酒店(下稱「酒店」)無賠償的即時解僱之處分。

2. I agree that if my application is successful, I shall have to undergo the necessary pre-employment medical examination and a satisfactory result is a pre-requisite for employment. I also agree that I shall pay an administration fee of HK\$500 to the Hotel if I decide not to join the Hotel, or resign within 3 months' probation after completion of such examination.

如職位申請成功，本人同意進行入職前之身體檢查並明白體檢合格是僱用之先決條件。若完成體檢後而決定不加入酒店或於3個月的試用期內辭職，本人亦同意必須向酒店支付港幣500元的行政費用。

3. I hereby authorize the Hotel in obtaining verbal or written reference(s) from my current and/or previous employer(s) in connection with my employment with them. I also authorize my current and/or previous employer(s) to release the said information to the Hotel; and the Hotel and other authorized data users shall have my consent to collect, hold, process and use of my personal data for employment related purposes.

本人同意授權酒店向本人現職及/或前任僱主作出有關本人及申請表中提供之資料進行口頭或書面查詢，並授權本人現職及/或前任僱主提供所需資料給予酒店。本人亦同意酒店及其他獲授權的資料使用者，在僱傭有關的情況下，收集、持有、處理或使用本人的個人資料。

Applicant's Name 申請人姓名

* HKID Card / Passport No 香港身分證 / 護照號碼

Signature & Date 簽署及日期

*Please delete whichever not applicable 請刪去不適用者