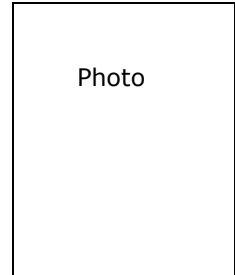




## Take 2 Application Form 工作申請書

### Applicant Information 申請人資料

Position(s) applying for 申請職位 \_\_\_\_\_  
Applicant name 姓名 \_\_\_\_\_  
Sex 性別  Male 男 or 或  Female 女  
Age 年齡 \_\_\_\_\_  
Contact number (day) 聯絡方法(日間) \_\_\_\_\_  
Contact number (night) 聯絡方法(夜間) \_\_\_\_\_  
Email address 電郵地址 \_\_\_\_\_  
Current address 現時住址 \_\_\_\_\_  
\_\_\_\_\_



### Education and Training 教育及培訓經驗

Date 日期	School name 學校名稱	Level / Subjects 程度 / 學位名稱
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### Qualification 專業資格

Date 日期	Organization name 機構名稱	Certificate / License 證書 / 牌照
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



### Employment History 受聘記錄

1. Date 日期 \_\_\_\_\_ Company name 機構名稱 \_\_\_\_\_  
Business type 公司類型 \_\_\_\_\_ Position 職銜 \_\_\_\_\_  
Duties 工作內容 \_\_\_\_\_  
Reason for leaving 離職原因 \_\_\_\_\_  
Reference letter 是否有公司證明信? [ ] Y or [ ] N
  
2. Date 日期 \_\_\_\_\_ Company name 機構名稱 \_\_\_\_\_  
Business type 公司類型 \_\_\_\_\_ Position 職銜 \_\_\_\_\_  
Duties 工作內容 \_\_\_\_\_  
Reason for leaving 離職原因 \_\_\_\_\_  
Reference letter 是否有公司證明信? [ ] Y or [ ] N
  
3. Date 日期 \_\_\_\_\_ Company name 機構名稱 \_\_\_\_\_  
Business type 公司類型 \_\_\_\_\_ Position 職銜 \_\_\_\_\_  
Duties 工作內容 \_\_\_\_\_  
Reason for leaving 離職原因 \_\_\_\_\_  
Reference letter 是否有公司證明信? [ ] Y or [ ] N
  
4. Date 日期 \_\_\_\_\_ Company name 機構名稱 \_\_\_\_\_  
Business type 公司類型 \_\_\_\_\_ Position 職銜 \_\_\_\_\_  
Duties 工作內容 \_\_\_\_\_  
Reason for leaving 離職原因 \_\_\_\_\_  
Reference letter 是否有公司證明信? [ ] Y or [ ] N



**Skills 技能**

Languages 語言能力		Fluent 流利	Fair 一般	Weak 稍弱
English speaking	英語會話	[ ]	[ ]	[ ]
Mandarin speaking	國語會話	[ ]	[ ]	[ ]
English reading & writing	英語讀寫	[ ]	[ ]	[ ]
Chinese reading & writing	中文讀寫	[ ]	[ ]	[ ]

Do you speak, write or understand any foreign languages? If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be.

你是否能說, 寫, 或理解任何其他語言? 如有, 請列明種類及程度。

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Computing Skills / Others 電腦 / 其他技能

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Available Date 可上班日期 \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Salary desired 期望待遇 \$ \_\_\_\_\_



## **Declaration 聲明**

Please read and acknowledge the Personal Data Collection Declaration and sign below.

申請人須細閱及確認本申請書之收集個人資料(私隱)聲明及於下方簽署。

1. I declare that the information given above is correct and complete to the best of my knowledge. I will produce the original copies of all identification and qualification documents as required by the employer for further processing of this application. I understand that if I knowingly supply false information or withhold any material information in this application, the employer shall have the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if already appointed by the employer.

本人謹此聲明以上所提供之資料均屬真實。如有需要，本人將提供有關身分及資歷文件之正本予僱主查核以進一步處理本人之申請。本人明白倘若故意虛報資料或隱瞞重要事實，僱主可取消已發出的口頭或書面聘約，或縱使已獲聘任仍可遭解僱。

2. I consent to the employer making any necessary enquiries for purposes relating to recruitment by and employment with the employer and for the verification of the information given above. I authorise all organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; and making enquiries from relevant organisations regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other organisations for qualifications assessment).

本人同意僱主可就招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／工作表現評核報告；以及向有關機構查詢本人的學歷／語文／專業資格和索取有關紀錄，及將有關資料送交其他機構進行學歷評審。）



**Declaration (Con.) 聲明 (續上頁)**

3. I understand and accept that the information given above will be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the employer e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary.

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的機構，用以進行與僱主招聘工作及僱用有關的事宜，例如學歷評審、僱主推薦及操守審查等。

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_