

職位申請書 APPLICATION FOR EMPLOYMENT

注意事項 IMPORTANT NOTICE:

請確保所提供之全部資料均為正確及完整。若發現閣下所提供之資料有任何誤導及 / 或錯誤，本公司將保留於錄用後隨時終止僱用而不作任何賠償的權利。Please ensure that all information provided is true and complete. The Company reserves the right to terminate the employment without any compensation (if subsequently offered) if you are found providing misleading and / or false information.

申請職位 _____
Position Applied For

要求薪金 HK\$ _____ 可到職日期 | _____ | _____ | _____ |
Salary Expected Date Available 日D 月M 年Y



1. 個人資料 Personal Particulars

先生 Mr
 女士 Ms _____ (_____)
英文全名 Full Name in English Surname Other Names 中文全名 Full Name in Chinese

出生日期 | _____ | _____ | _____ | 出生地點 _____
Date of Birth 日D 月M 年Y Place of Birth

香港身份證/護照號碼 _____ (_____) 國籍 Nationality _____
HKID/Passport No.

住址 Home Address _____

電話號碼：住宅 _____ 辦公室 _____ 手提電話 _____
Tel No: Home Office Mobile
電郵地址 _____
Email Address:

2. 學歷資料 (由最近期獲取之學歷開始) Educational Details (In reverse chronological order)

由 From		至 To		學校/學院名稱 Name of School / Institute	全日/兼讀 FT/PT	最高認可學歷 Highest Qualification Attained
年 (Y)	月 (M)	年 (Y)	月 (M)			

3. 技能訓練/專業資格(由最近考獲開始) Training / Professional Qualification (In reverse chronological order)

學校／學院／機構名稱 Name of School/Institute/Organisation	考獲資格／會員類別 Qualification/Type of Membership Attained	考獲日期 Date Attained

4. 工作經驗 (由現在/最近受僱之職位開始詳列) Career History (In reverse chronological order)

僱主名稱及地址 Name of Employer and Address	最後職位 Last Position	由 From		至 To		離職時底薪 Last Basic Salary	離職原因 Reasons of Leaving
		年(Y)	月(M)	年(Y)	月(M)		
						\$ 月 X_____mths	<input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止僱傭合約 Termination <input type="checkbox"/> 合約完結 Contract End <input type="checkbox"/> 其他 Others _____
						\$ 月 X_____mths	<input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止僱傭合約 Termination <input type="checkbox"/> 合約完結 Contract End <input type="checkbox"/> 其他 Others _____
						\$ 月 X_____mths	<input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止僱傭合約 Termination <input type="checkbox"/> 合約完結 Contract End <input type="checkbox"/> 其他 Others _____
						\$ 月 X_____mths	<input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止僱傭合約 Termination <input type="checkbox"/> 合約完結 Contract End <input type="checkbox"/> 其他 Others _____
						\$ 月 X_____mths	<input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止僱傭合約 Termination <input type="checkbox"/> 合約完結 Contract End <input type="checkbox"/> 其他 Others _____

5. 其他技能 Other Skills

電腦操作 Computer Applications _____
會計 Accounting _____
駕駛 Driving _____

打字 Typing _____
速記 Shorthand _____
其他 Others _____

6. 語言能力 Language Skills

		好 Good	普通 Average	差 Poor	
言談 Spoken	<input type="checkbox"/> 粵語 Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 英語 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	其他 Others _____
書寫 Written	<input type="checkbox"/> 中文 Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> 英文 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	其他 Others _____

7. 其他資料 Other Details

7.1 個人興趣或嗜好 Personal interest or hobby _____

7.2 得悉空缺的途徑 Source of knowing the vacancy

介紹人 Referral _____ 報章 Newspaper _____

公司網頁 Company Website _____ 其他途徑 Others _____

(如: 勞工處、培訓機構、其他網頁)

7.3 你是否持有有效之保安人員許可証? (只限申請保安職位)

Do you possess a valid Security Personnel Permit? (for applying security post only)

有 Yes 否 No

7.4 你在香港居住年期? How long have you been living in Hong Kong?

由 From _____ 年 Y _____ 月 M 至 To _____ 年 Y _____ 月 M

7.5 你是否認識任何現正受僱於高衛物業管理有限公司的人士?

Do you know any person who is presently employed by Goodwell?

是 Yes 否 No (請註明 Details: _____)

7.6 你是否曾在香港或海外留有任何刑事記錄?

Do you have any criminal record in or outside Hong Kong?

有 Yes 否 No (請註明 Details) _____

招聘方面的收集個人資料聲明

高衛物業管理有限公司將從本申請書所收集得到的個人資料，用於評估你是否適合擔任所申請的職位，以及當你獲挑選出任該職位時，用作與你商討初步的薪酬、獎賞性花紅及福利。申請書中各項目是用作挑選合適人選時所考慮的資料。求職者如不提供此等資料，可能會對申請的處理及結果有所影響。本公司將保留求職者的個人資料不超過兩年，以作日後招聘活動之安排。如本集團的附屬或聯營機構在此期間出現職位空缺，本公司或會將你的申請轉交有關機構作考慮。根據【個人資料(私隱)條例】，你有權要求查閱及更正申請書上所填報的個人資料。如欲行使這項權利，請將書面要求提交人力資源部的有關主任。根據法例，本公司有權就查閱及更正有關資料收取合理之費用。

Personal Information Collection Statement Pertaining to Recruitment

The personal data collected in this application form will be used by Goodwell Property Management Limited to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, discretionary bonus payment, and benefits package to be discussed with you subject to selection for the position. Personal data collected on the application form are for selection purpose. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of up to two years. When there are vacancies in our Group's subsidiaries or associated companies during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please forward your request in writing to our responsible officer in the Human Resources Department. In accordance with the Ordinance, the Company has the right to charge a reasonable fee for processing of any data access request.

8. 聲明 Declaration

1. 本人在此聲明所提供與此申請有關的全部資料均為正確及完整; 本人明白若有故意提供誤導及 / 或錯誤資料，公司將保留於錄用後隨時終止僱用本人而不作任何賠償的權利。

I hereby declare that the information given in this application is true and complete. I understand that once appointed, the Company reserves the right to terminate my employment without any compensation if I have wilfully provided misleading and / or false information in this application.

2. 本人已閱讀及完全明白“招聘方面的收集個人資料聲明”之內容。

I have read and thoroughly understood the content of “Personal Information Collection Statement Pertaining to Recruitment”.

申請人簽名 Applicant's Signature _____

日期 Date _____