**職 位 申 請 表**

**APPLICATION FORM**

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| --- | --- | --- | --- |
| **申請職位****Position apply:** |  |  |  |
| **要求薪給****Expected salary:** |  | **可上班日期****Date of available:** |  |

1. **個人資料 PERSONAL PARTICULARS (Please O as appropriate)**

|  |  |
| --- | --- |
| Name (English) | 姓名(中文): |
| 性別Sex | 國籍 Nationality:  |
| 香港身份證/護照HKID No. / Passport No. | 出生日期Date of Birth: |
| 婚姻狀況Marital Status:  |  | **單身 Single** |  | **已婚 Married** | 刑事記錄Criminal Record:  |  | ***有Yes***  |  | ***沒有 No*** |
| 詳情Details |  |
| 手提電話Mobile Phone: | 其它電話Other Contact Number:  |
| 傳真Fax: | 電郵地址Email: |
| 居住地址Address: |

1. **學歷 QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 時間(月/年)Period(Mon/Yr) | 學校/院校名稱Name of School/College/University/Institute | 考取資歷Qual./Cert./Degree | 科目/主修科目Subjects/Field |
| 由From | 至To |  |  |  |
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1. **專業資格 PROFESSIONAL QUALIFICATION**

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| --- | --- | --- |
| 頒授日期Date of award | 資格類別Type of Award | 頒發機構Awarding or Registration Institution |
|  |  |  |
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1. **工作履歷 EMPLOYMENT HISTORY (Please complete in chronological order)**

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| --- | --- | --- | --- |
| 時間(月/年)Period(Mon/Yr) | 公司名稱(性質)Name of Company(Nature) | 工作性質Job duties | 最後職位Last Position |
| 由From | 至To |  |  |
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1. **其他技能 OTHER SKILLS (Please O as appropriate)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 通曉語言Languages : | English (Written) :  |  | Good |  | Fair |  | Little |
| (Oral) : |  | Good |  | Fair |  | Little |
| 中文 (書寫) :  |  | 良好 |  | 一般 |  | 略懂 |
| (粵語Cantonese) : |  | 良好Good |  | 一般Fair |  | 略懂Little |
| (國語 Mandarin) : |  | 良好 Good  |  | 一般Fair |  | 略懂Little |
| 其他Other : |  |
| 特別技能Special Skills : |  |
|  |  |

本人茲特聲明上述資料正確無訛。

I hereby confirm that the information supplied above is true.

|  |  |  |  |
| --- | --- | --- | --- |
| 日期Date: |  | 簽名Signature: |  |