**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)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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**

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| --- | --- | --- | --- | --- |
| 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: |  |