



JOB APPLICATION FORM 職位申請表

應徵職位 Post Applied for	(全職/兼職)	部門 Department/Unit 深水埗/天水圍/筲箕灣/彩虹/葵盛東/荃灣/土瓜灣/沙田/觀塘/九龍城/大埔
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I. 個人資料 Personal Particulars

英文姓名(姓氏先行) Name in full (English) (Surname first)	中文姓名 Name (Chinese)		
稱謂 博士/醫生 先生 女士 小姐 Title Dr. Mr. Ms./Mrs. Miss	香港身份證/護照號碼 Hong Kong I.D. Card / Passport No.	出生日期 Date of Birth	出生地點 Place of Birth
聯絡電話 (住所) Contact Phone No. (Home)	(辦公室) (Office)	(手提或其他) (Mobile or others)	
通訊地址 Correspondence Address			
婚姻狀況 Marital status 未婚/已婚/離婚			
電郵地址 Email Address			

II. 學歷及訓練 (請順序列出) Education & Training (in chronological order)

由 From 月/年 Month/Year	至 To 月/年 Month/Year	院校/訓練機構(請註明所在國家) Institution of Learning/Training (Please specify country)	肄業班級/所獲資格或學歷(請註明科目及成績) Classes Attended/Qualifications Obtained (please state subjects and grades)	頒發日期 Date of Award

III. 工作經驗 (請順序列出) Working Experience (in chronological order)

由 From 月/年 Month/Year	至 To 月/年 Month/Year	工作機構及地址 Name & Address of Employer	職位(如屬兼職,請予註明) Appointment Held (if part-time, please specify)	職責簡述 Scope of Duties

IV. 專業資格 (請順序列出) Professional Qualifications / Memberships (in chronological order)

專業團體(全名) Professional Body (Full Name)	所獲專業資格 Qualification/Membership Obtained	獲取途徑(如考試、推選等) Channel of Award (e.g. exam., election)	頒發日期 Date of Award

V. 其他資料 Other Information

請詳列其他與此應徵有關之資料 (如電腦知識、通曉語言等):

Please state any other information which will support your application (e.g. computer skills, language ability, etc.):

VI. 諮詢人 Referees

如應徵者現時在職或曾受僱，請填上現職或最近期僱主。

Please include your current or recent employer where applicable.

姓名 Name	工作機構及地址 Name & Address of Place of Work	職銜 Position	電話 / 傳真號碼 Tel. / Fax No.
1.			
2.			

本人#同意/不同意公司毋須再行通知本人並可逕向上述諮詢人查詢。

Hong Kong Ltd.# may/may not approach the above referees whenever appropriate without prior notification.

VII. 其他 Others

現職或近職薪酬 港幣 Present/Last Salary HK\$ _____	(每月) _____ 期 (Per month) x _____ Months	增薪日期(如適用者) Incremental Date (if applicable)
其他津貼 (請予註明) Other Allowances (please specify)	現職離職通知期 Notice Period Required by Present Employer	如獲聘任可到任日期 Earliest Date Available if Appointed
期望薪酬 港幣 Expected Salary HK\$ _____	(每月) _____ 期 (Per month) x _____ Months	

VIII. 本人謹此聲明以上所提供之資料均屬真實，如獲聘任，本人將提供有關身份及資歷文件之正本予公司查核。本人明白倘若故意虛報資料或隱瞞重要事實，新家園綜合發展公司轄下家園 Home Market 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。

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 Hong Kong Limited upon assumption of duty at the Limited if appointed. I understand that if I knowingly supply false information or withhold any material information, Hong Kong Limited, shall have the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by Hong Kong Limited.

日期
Date _____

簽署
Signature _____

For Office Use Only

Date of interview :

Name of interviewer :

Interviewer's comments :

Application accepted Application rejected Application put on waiting list

Sign :

Date of appointment :