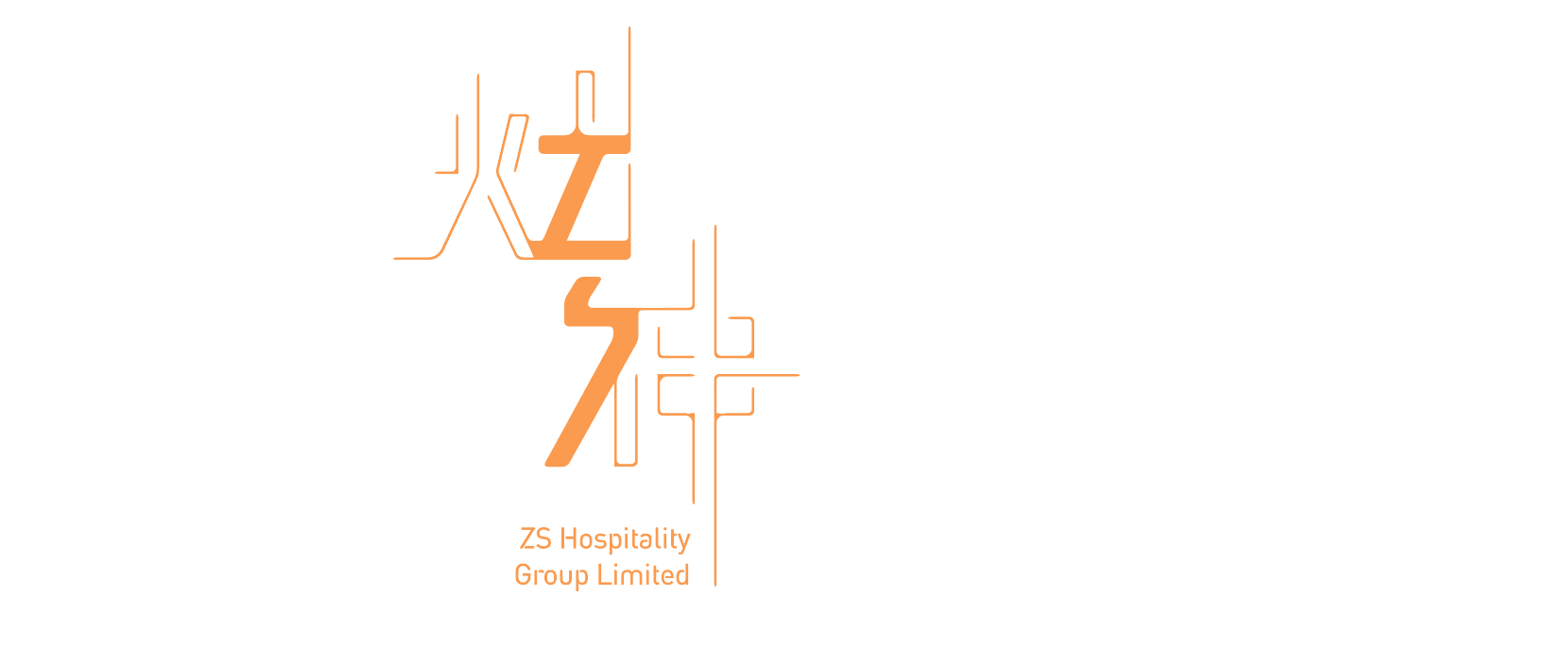
|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment Application Form 職位申請表** | | | | | | | |
|  | | | | | | | |
| **⬜** | **CORPORATE** | **⬜** | **HOME** | **⬜** | **EE DA LE** | **⬜** | **MY TAI TAI** |
| **⬜** | **MAMASITA’S** | **⬜** | **LEE LO MEI** | **⬜** | **MOI MOI** | **⬜** | **YING JEE CLUB** |
|  | | | | | | | |
| The information provided in this form will be used by our company for recruitment and related purposes only. The form will be destroyed within 3 months from the closing of the recruitment should your application be considered unsuccessful.  申請人在本申請表格內所提供的個人資料，只會被本公司用於招聘以及相關事宜上。未獲取錄申請人的個人資料將於招聘程序完成後3個月內銷毀。 | | | | | | | |

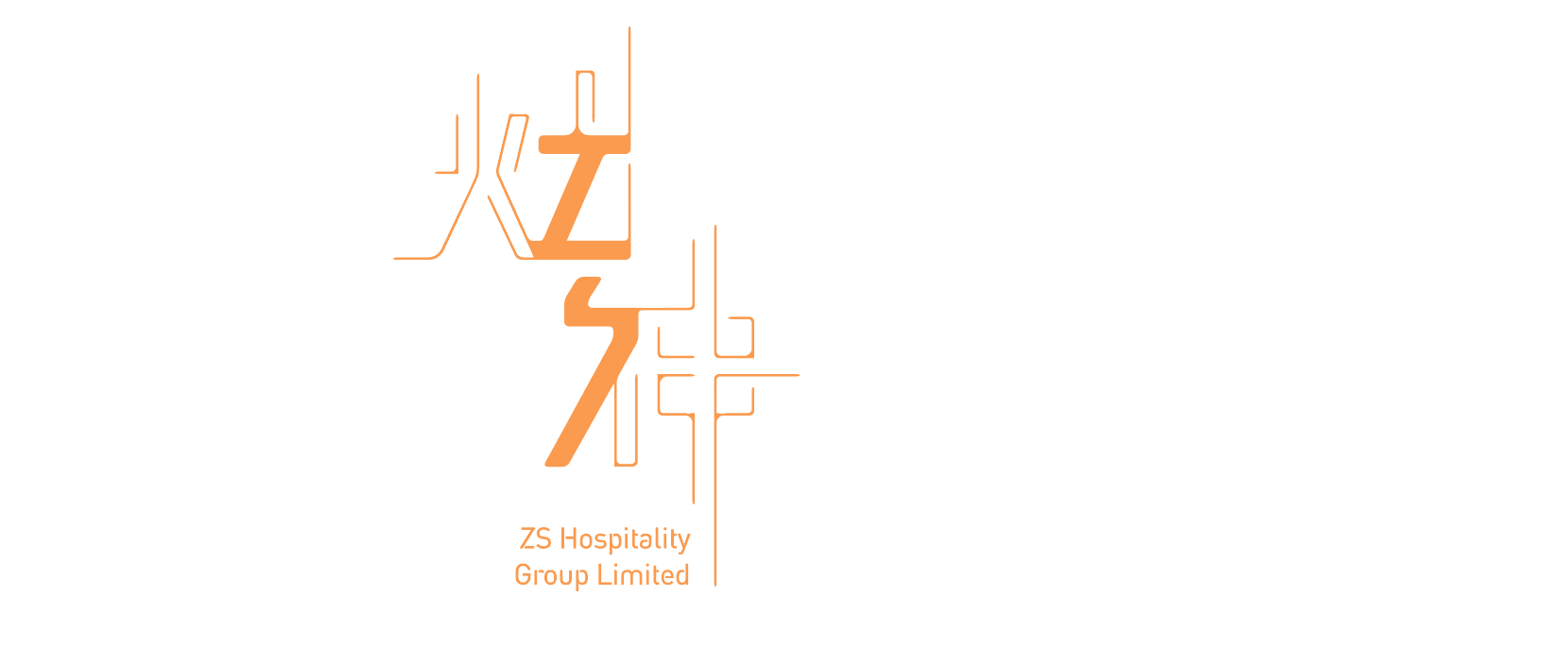
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **申請職位** Position Applied | : |  |  | Photo **相片** |
|  |  |  |  |
| **可上班日期** Date Available | : |  |  |
|  |  |  |  |
| **要求薪金** Expected Salary | : |  |  |
|  |  |  |  |



|  |  |
| --- | --- |
| Personal particulars個人資料 | |
| **Name (In English)：**  **英文姓名** | **Name (In Chinese)：**  **中文姓名** |
| **HKID / Passport no.：**  **香港身份證 / 護照號碼** | **Nationality：**  **國籍** |
| **Date of birth：**  **出生日期** | **Marital Status：**  **婚姻狀況** |
| **Place of birth：**  **出生地點** | |
| **Address：**  **住址** | |
| **Phone no. (residential)：**  **住所電話** | **Mobile / Pager no.：**  **流動電話** |
| **E-mail address：**  **電郵地址** | **Fax no.：**  **傳真號碼** |

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Qualification (Please start from the most recent information)學歷 (請由最近期資料開始填寫) | | | |
| **Name of School / College / University**  **學校 / 院校名稱** | **From**  **由** | **To**  **至** | Qualification Obtained **考取資歷** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

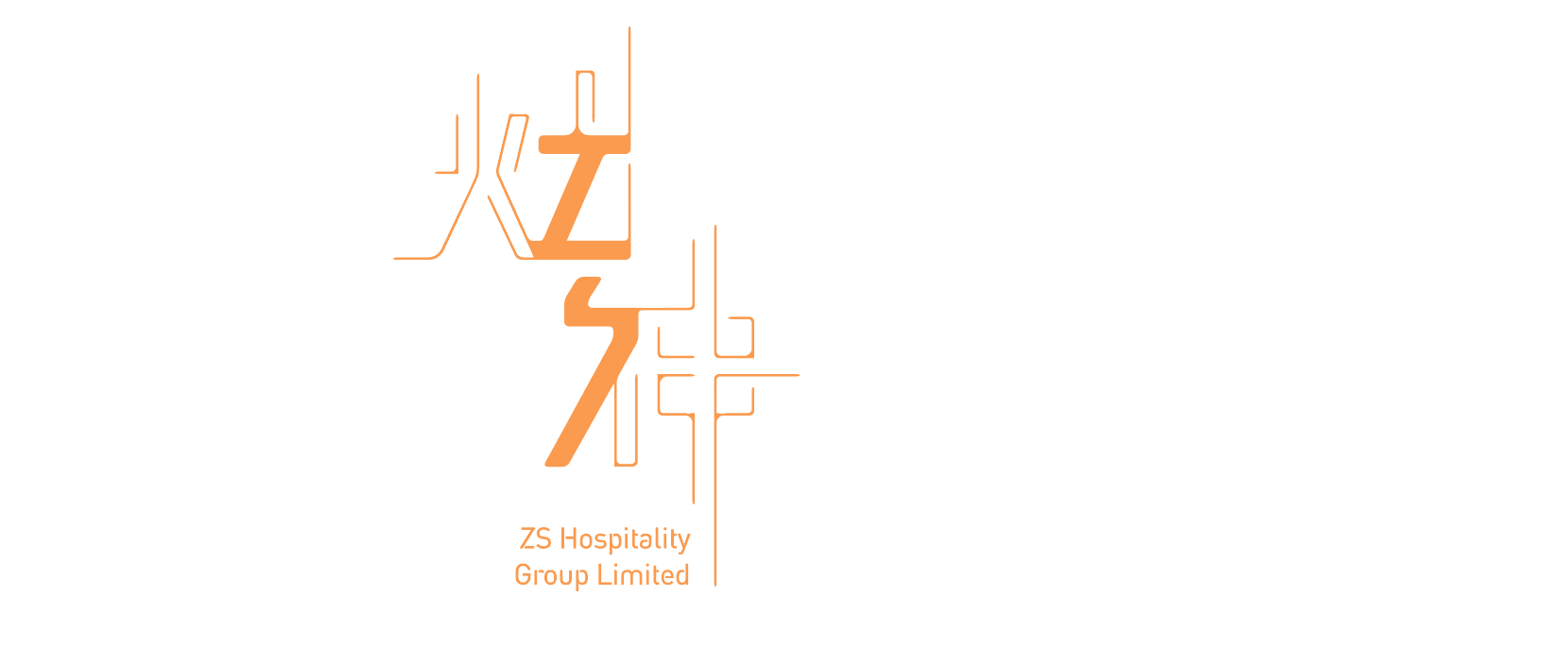
|  |  |  |
| --- | --- | --- |
| ***Other Professional Qualification***  ***其他專業資格*** | | |
| Name of Institution / Association **機構名稱** | Name of Award/ Qualification **專業資格類別** | Year Received **獲取年度** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

****

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Work History (Please start from the most recent information)***  ***工作經驗 (請由最近期資料開始填寫)*** | | | | | | | |
| **Name of Employer**  **僱主名稱** | **Position Held**  **職位** | **Service Period 服務時期** | | | | **Leaving Salary**  **最後薪金**  **(HK$)** | **Reason for Leaving**  **離職原因** |
| **From 由** | | **To 至** | |
| **Mth.**  **月** | **Yr.**  **年** | **Mth.**  **月** | **Yr.**  **年** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skills (please 🗸 the appropriate box) ***技能 (請在適當位置填上* 🗸)** | | | | |
| **Language 語言** | LEVEL | | | |
| Excellent 優秀 | Good 良好 | Fair 一般 | Poor 略懂 |
| **English 英語** |  |  |  |  |
| **Cantonese 粵語** |  |  |  |  |
| **Mandarin 國語** |  |  |  |  |
| **Others其他 (Please specify請註明：**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  |  |  |  |
| **Computer literacy 電腦知識：** | | | | |
| **Other skills 其他技能：** | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Questions (Please tick the appropriate box and specify if yes)***  ***問題 (請在適當位置填上* 🗸，如「是」請具體說明)** | | | | Yes **是** | No **否** |
| ***1.*** | Have you ever been discharged from employment because of unsatisfactory work performance or conduct?  你有否曾因工作表現不符合僱主要求或行為不檢而被解僱？ | | |  |  |
|  | If Yes 如是， |  |  |
|  |  | | |
| ***2.*** | Do you receive any other income, such as second employment, retirement pay, compensation for injuries etc.  你是否有其他收入？例如：其他工作、退休金、工傷賠償等。 | | |  |  |
|  | If Yes 如是**，** |  |  |
|  |  | | |
| ***3.*** | Have you ever been found guilty of an offence in court of law, whether in or outside Hong Kong?  你有否曾在香港或其他地方被裁定犯刑事罪行？ | | |  |  |
|  | If Yes 如是**，** |  |  |
|  | \* a criminal conviction is not necessarily a barrier to the employment by our Company.  \* 刑事案件紀錄，將不會影響申請人被本公司錄用之機會。 | | |

****

|  |  |  |  |
| --- | --- | --- | --- |
| ***Reference其他參考資料:*** | | | |
| **Referee’s name**  **推薦人姓名** | Title **職位** | Organization **公司或機構名稱** | **Contact no.**  **聯絡電話號碼** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

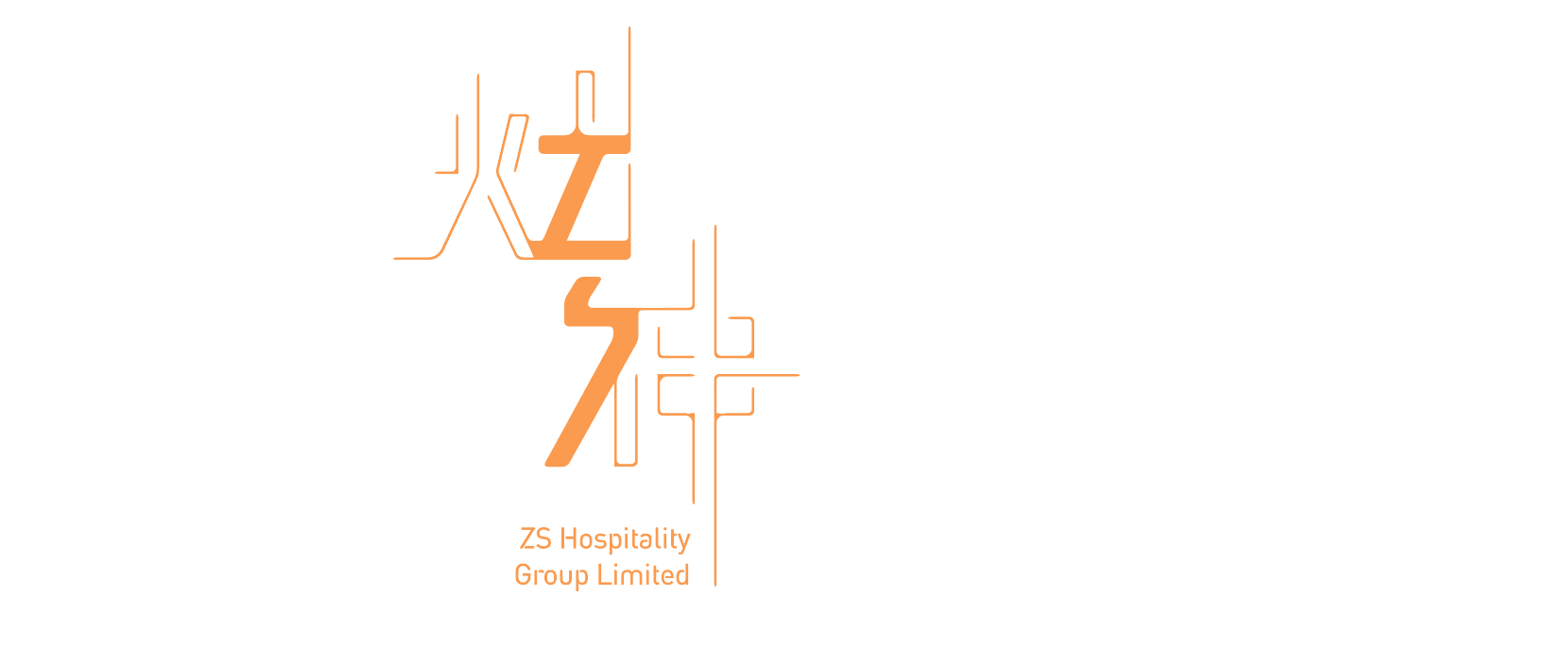
|  |  |
| --- | --- |
| Declaration | |
| **I declare that the information provided by me in this application are true, complete and correct. Any false, misleading or withheld information in any parts of this form may render myself liable to immediate discharge from employment.**  **本人聲明，本人於申請表內填報的資料是真實、完整及正確的；本人明白，任何虛假、誤導或漏報資料，可導致不予聘用或被公司即時撤職。** | **Applicant’s signature 申請者簽署：** |
| **Applicant’s name 申請者姓名：** |
| **Date 日期：** |

***For Internal Use Only***

***內部文件***

**Interview Performance (Restaurant Positions Only) :**

**面試表現 (只適用於餐廳職位)：**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Factors 評估因素** | **Very Good 非常好** | | **Good 好** | **Satisfied 滿意** | | **Unsatisfied 不滿意** |
| 1. Relevant Experience & Knowledge   相關經驗及智知識 |  | |  |  | |  |
| 1. Initiative & Expressive Ability   主動性及表達能力 |  | |  |  | |  |
| 1. Comment(s) if any   評語 (如有) |  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 1. Interviewer   面試員 |  | | | | | |
| 1. Recommendation   建議: | * 2nd Interview第二輪面試 * Hire 聘請 * Unqualified 不被錄用 | | | | | |
| **Employment information就業資料：** | | | | | | |
| **Re-employment 再次加入：** | * Yes 是 |  | | | * No 否 | |
| **Internal Referral 內部推薦：** | * Yes 是 | **Name:**  **Outlet:** | | | * No 否 | |
|  |  | | |  | | |
| Position職位： | | | Salary薪金： | | | |
| **□** H.K.I.D. Card Check香港身分證檢查 | | | Join Date入職日期： | | | |
| Signature of Interviewer 面試員簽署： | | | Date of Signature 簽署日期： | | | |