

職位申請表
Application for Employment

面試記錄 Interview Record

評分標準 Rating Scale: 5 = 優異 Excellent 4 = 良好 Good 3 = 平均 Average 2 = 一般 Fair 1 = 差 Poor N/A = 不適用		第一次面試 First Interview	第二次面試 Second Interview
評分要素 Factors		評分 Rating	評分 Rating
語言能力 Language Ability	中文/普通話 Cantonese/Putonghua		
	英文 English		
應對能力 General Intelligence	發問問題 In Asking		
	回答問題 In Answering		
工作知識 Job Knowledge			
對本職位及公司之興趣 Interest Shown in the opening and the Company			
個人性格 Personality			
成熟程度 Maturity			
相關學歷/資歷 Related Education / Qualification			
清晰事業目標 Clear Career Objective			
工作經驗 Working Experience			
工業技能 / 特殊才能 Technical Skills/Special Aptitudes			
意見 Comment: 第一次面試 First interviewer: _____ 第二次面試 Second interviewer: _____			
簽名 Signature of Interviewer :			
日期 Date :			
<input type="checkbox"/> 建議招聘 Recommended for the Job Position (優先次序 Priority ; 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>) <input type="checkbox"/> 不會招聘 Not Employed			

聘用條件 Confirmation of Terms and Conditions (此欄由人力資源及行政部填寫)

入職日期: Commencement Date	試用期/ Probation Period () 月/Months	試用期後所需通知期/ Notice Period after Probation Completion () 月/Months
部門/公司 Dept./Co : ()	職位 Position Offered :	
直屬經理 Direct Manager :	附屬經理 Matrix Manager :	
Package : <input type="checkbox"/> 寫字樓 Office <input type="checkbox"/> 地盤 Site <input type="checkbox"/> 零售 Sales/Promoter <input type="checkbox"/> 其他 Others (請註明:)		
入職薪金: HK\$ 月薪 per month/日薪 per day Salary Offered	津貼: HK\$ 月薪 per month/日薪 per day Allowance	
試用期後調整至(如適用) Adjusted salary after probation (if applicable) HK\$		
其他條件或備註 Other Terms & Remarks : _____		

推薦人 Recommended by	批核人 Approved by
部門經理/附屬公司董事 Department Manager / Subsidiary Director 日期 Date :	董事總經理 / 總經理 Director & General Manager 日期 Date :

由申請人填寫 To Be Filled By Applicant

申請職位 Position Applied For:

最早赴任日期 Date of Availability:

期望薪酬 Expected Salary:

招聘方面的收集個人資料聲明

Personal Information Collection Statement Pertaining To Recruitment

興勝創建控股有限公司及其成員公司會將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位，以及在你獲挑選出任該職位時，用作與你商討初步的薪酬及福利。求職者所提供的個人資料將會以機密形式處理。本公司的政策是為日後的招聘活動保留求職者的個人資料六個月。如本公司或其成員公司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考慮。根據《個人資料(私隱)條例》，你有權要求查閱及更正申請表上所填報的個人資料。如你欲行使這權利，請以書面形式通知本公司人力資源及行政部主管辦理。

The personal data collected in this application form will be used by the Hanison Construction Holdings Limited and its member companies to assess your suitability to assume the job duties of the position which you are applying for and to determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position. All personal data provided by job applicant will be treated in strict confidence. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purpose for a period of six months. When there are vacancies in the Company or member companies during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have rights 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 inform our in-charge of Human Resources & Administration Department in writing.

獲悉招聘來源 Referral Source

- 報章 Newspaper _____ 職業介紹所 Employment Agency _____
 親友介紹 Referral _____ 勞工處 Labour Department _____
 互聯網 Internet _____ 其他 Others _____

個人資料 Personal Details

英文姓名: Name in English	中文姓名: Name in Chinese
香港身份證/護照號碼: HK ID Card/Passport No.	年齡: Age
住宅電話號碼: Residential Tel. No.	手提電話號碼: Mobile Phone No.
中文住宅地址: Chinese Residential Address	
英文住宅地址: English Residential Address	

學歷及專業資格 Education Background & Qualifications

(請先填寫最近獲取之學歷資格 Please fill in reverse chronological order)

學校/大學/專業團體名稱 Name of school/University/ Professional Institution	由 From	至 To	就讀班級/證書/文憑/學位/專業資格名稱 Class Studied/Cert./Dip./Degree/ Professional Qualification Obtained

工作經驗 Employment History

(請先填寫最近之工作經驗 Please fill in reverse chronological order)

公司名稱 Name of Company : _____	由 From : _____ 至 To : _____
職位 Position : _____	最後薪金 Last Salary: _____
工作範圍 Job Description: _____	報告給 Report to: _____
_____	離職原因 Reason for Leaving: _____
公司名稱 Name of Company : _____	由 From : _____ 至 To : _____
職位 Position : _____	最後薪金 Last Salary: _____
工作範圍 Job Description: _____	報告給 Report to: _____
_____	離職原因 Reason for Leaving: _____
公司名稱 Name of Company : _____	由 From : _____ 至 To : _____
職位 Position : _____	最後薪金 Last Salary: _____
工作範圍 Job Description: _____	報告給 Report to: _____
_____	離職原因 Reason for Leaving: _____

技能及語言能力 Skills and Language Ability

英文打字 _____ wpm 中文打字 _____ wpm 電腦知識 _____
 English Typing Chinese Typing Computer Literacy

執照類別 Licence : 駕駛執照 _____ 平安咭 工人註冊證 其他牌照 _____

語言能力 Language Ability

會話 Spoken -- 廣東話 Cantonese 英語 English 普通話 Putoghua 其他 Others _____

書寫 Written -- 中文 Chinese 英文 English 其他 Others _____

個人狀況 Personal Status

1. 閣下是否有親友在興勝創建控股有限公司或其成員公司工作?

Is any of your relative working in Hanison Construction Holdings Limited or its member companies?

沒有 No 有 Yes 若有，請填寫下列各項 If Yes, please state details:

公司 _____ 職位 _____ 任職期由 _____ 至 _____
 Company Position Period From To

2. 閣下曾否因行為或工作表現不佳而遭解雇?

Have you ever been discharged from employment because of poor conduct or unsatisfactory work performance?

沒有 No 有 Yes

3. 閣下曾否觸犯任何刑事罪案?若有,請說明:

Have you been convicted of any criminal offence? If Yes, please state:

沒有 No 有 Yes _____

諮詢人 (非親屬關係) Personal Reference

姓名 Name	職業 Occupation	通訊住址 Correspondence Address	電話 Tel No.

聲明 Declaration

本人謹此聲明此申請表上所有資料均屬真實，本人明白如有虛報資料，貴公司有權拒絕本人之職位申請或於本人受雇後終止本人之合約而不需作任何賠償。 I hereby certify that the above information is true to the best of my knowledge. I understand that any false or misrepresented information will lead to the rejection of my application or termination of my service without any compensation.

本人已細閱並明白有關此職位申請之個人資料收集之目的和政策。 I have read and understand the purpose and policy of personal information collection pertaining to this application.

本人證實已獲上述人士同意作為此申請之諮詢人。 I confirm that I have obtained the consent of the above person(s) to be my reference here.

本人授權予興勝創建控股有限公司及其成員公司向列於申請表之有關人士及機構提供及查核本人之個人資料及過往之受聘記錄。同時本人承諾不會向提供資料之有關人士及機構追究任何責任。 I authorize Hanison Construction Holdings Limited and its Member Companies to disclose and verify my personal data and employment history from the persons or organizations listed in the application form. I also release from liability or responsibility of all my pervious employers or referees furnishing information about me.

本人已細閱並明白此聲明。 I have read and understand this declaration.

_____ _____ _____ _____
 申請人簽署 申請人姓名 身份證號碼 日期