

| 要求薪金及可上任日期 Expected Salary and Date Available | |
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| 要求薪金 Expected Salary | 可上任日期 Date Available |

| 個人資料 Personal Particulars | |
|--|----------------------------|
| 身份証號碼 ID Card No. | 簽發國家 Place of Issue |
| 出生日期 (日/月/年) Date of Birth (dd/mm/yyyy) | |
| 住宅地區 Residential Area | |
| 聯絡電話 Contact Tel. No. | 手提電話號碼 Mobile Phone No. |
| 電郵地址 E-mail address | |

| 學歷(由最近期順序列出) Academic Qualifications (in reverse chronological order) | | | | | |
|--|---------------|--------------|-------------------------|----------------------|-----------------------------------|
| 學校名稱 Name of School | 國家 Country | 課程 Course | 由 (月/年) From (mm/yy) | 至(月/年) To (mm/yy) | 獲取資格 Qualification Attained |
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| 專業資格(由最近期順序列出) Professional Qualifications/ Membership (in reverse chronological order) | | | |
|--|---------------|--------------------------------|-----------------------|
| 機構 Institution | 國家 Country | 獲取資格 Qualification Attained | 頒授年份 Year Obtained |
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| 技能 Skills | | | |
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| 語言 Language | 書寫 Written | 會話 Spoken | |
| 電腦軟件 Computer | | Typing Speed 打字速度 | |
| 其他 Others | | | |

| 任職紀錄 (由最近期順序列出) Employment Record (in reverse chronological order) | | | | | |
|---|----------------|-----------------|---------------------------------------|------------------|----------------------------|
| 受聘日期 Employment Period | 僱主 Employer | 職位 Job Title | 每月薪金 (港幣) (HK\$) Monthly Salary | 職責 Job Duties | 離職原因 Reason for Leaving |
| 由 From | 名稱 Name | 開始 At Start | 開始 At Start | | |
| 至 To | 地址 Address | 最後 At Last | 最後 At Last | | |
| 由 From | 名稱 Name | 開始 At Start | 開始 At Start | | |
| 至 To | 地址 Address | 最後 At Last | 最後 At Last | | |
| 由 From | 名稱 Name | 開始 At Start | 開始 At Start | | |
| 至 To | 地址 Address | 最後 At Last | 最後 At Last | | |
| 由 From | 名稱 Name | 開始 At Start | 開始 At Start | | |
| 至 To | 地址 Address | 最後 At Last | 最後 At Last | | |
| 由 From | 名稱 Name | 開始 At Start | 開始 At Start | | |
| 至 To | 地址 Address | 最後 At Last | 最後 At Last | | |

| 其他資料 Other Information | |
|--|--|
| 閣下是否認識親友於本公司工作? Do you know any friend(s) or relative(s) employed by our Companies? | |
| <input type="checkbox"/> 是 姓名: _____ 職位: _____ 關係: _____ <input type="checkbox"/> Yes Name: _____ Position: _____ Relationship: _____ <input type="checkbox"/> 否 <input type="checkbox"/> No | |
| 閣下曾否受僱於本公司及/或新世界集團屬下之公司? 如有, 請說明公司名稱及離職原因。 Have you ever been employed by the Company and/or other Companies within New World Group? If yes, please state name of Company and reason for leaving. | |
| <input type="checkbox"/> 是 公司名稱: _____ <input type="checkbox"/> Yes Name of Company : _____ 離職原因 Reason of Leaving : <input type="checkbox"/> 辭職 Resignation <input type="checkbox"/> 終止受僱 Termination <input type="checkbox"/> 其他 Others _____ <input type="checkbox"/> 否 <input type="checkbox"/> No | |
| 閣下曾否因刑事案件被定罪?(可選擇不填寫) Have you ever been convicted of a criminal offence? (Optional) | |
| <input type="checkbox"/> 有 (請列明): _____ <input type="checkbox"/> Yes (Please state) : _____ <input type="checkbox"/> 否 <input type="checkbox"/> No | |
| 閣下從何得知此職位空缺? How do you know about this job opening? | |
| <input type="checkbox"/> 招聘廣告 _____ <input type="checkbox"/> 推薦人 _____ <input type="checkbox"/> Job Advertisement _____ <input type="checkbox"/> Referral _____ <input type="checkbox"/> 勞工處 _____ <input type="checkbox"/> 其他 _____ <input type="checkbox"/> Labour Department _____ <input type="checkbox"/> Others _____ | |

| 聲明 Declaration | |
|---|------------|
| 本人謹此聲明以上所提供之資料均屬真實。本人明白倘若故意虛報資料或隱瞞重要事實, 公司可取消已發出的口頭或書面聘約, 如聘任之後發現, 仍會被解僱。 I declare that the information given above is correct and complete to the best of my knowledge. I understand that if I knowingly supply false information or withhold any material information in this application, your Company shall have the right to rescind any verbal or written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the company. | |
| 申請人簽署 Signature of Applicant | 日期 Date |

| 只供人力資源部填寫 For use by Human Resources Department Only | |
|---|------------------------|
| Job Title | Division/Department |
| Starting Salary | Commence On |
| Medical Check Date | Responsible HRO |
| Medical Check Result: <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT | |
| Reference Check <input type="checkbox"/> Sent Date: <input type="checkbox"/> Received Date: <input type="checkbox"/> Result: | Endorsed by HR Manager |