

Employment Application Form

職位申請表

Position Applied For 申請職位

PHOTO
相片

Name of Applicant 申請人姓名

In English
英文

In Chinese
中文

Important Notes to Applicants 注意事項

Please read the following carefully before you fill in the application form:

填寫此職位申請表格前請細心閱讀下列各點:

本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。申請表中的項目是挑選合適人選所必須考慮的資料。求職者如不提供此等資料，會對申請的處理及結果有所影響。本公司的政策是為日後的招聘活動保留落選者的個人資料一年。如本公司的附屬或聯營機構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》，你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利，請聯絡人力資源部查詢。

The personal data collected in this application form will be used by our company to assess your suitability to assume the job duties of the position applied for. Personal data on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of one year. When there are vacancies in our subsidiaries or associate companies during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have a right 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 contact our Human Resources Department for further details.

I. For Non-permanent Hong Kong Resident 供非香港永久性居民填寫

- a. If you are currently in Hong Kong, what kind of visa have you obtained from the HKSAR Government?

台端如已在香港，所獲香港特區政府簽發之證件為：

Employment Visa 工作簽證 Dependant Visa 家屬簽證 Others 其他 _____

Passport Number 護照號碼 _____ Issuing Country 簽發國家 _____

Visa Reference 簽證編號 _____ Visa Expiry Date 簽證到期日 _____

- b. I am eligible to take up part-time employment according to the legal requirement in HK.

本人根據法例規定已獲准在港從事兼職的僱傭工作：

Yes 是 No 不是

For Office Use :

Application Received on: _____ Offer Appointment: _____

Interviewed on (date & time): _____ Arrange for _____

II. Personal Particulars 個人資料

Hong Kong Identity Card Number 香港身份證號碼	Date of Birth 出生日期 (DD/MM/YYYY) (日/月/年)
Residential Address 住址 _____	Residential Telephone No. 住所電話
E-mail Address (if any) 電郵地址	Mobile Phone No. 流動電話號碼

III. Education and Academic Qualifications 學歷

(In reverse chronological order 由最近期順序列出)

Date 日期 (M/Y) (月/年)		Name of School/Institute/University 就讀學校/學院名稱	Course 課程	Qualifications Obtained 所得資格/文憑/學位	For Office Use
From 由	To 至				Copy Verified

IV. Professional Qualifications 專業資格

(In reverse chronological order 由最近期順序列出)

Name of Association / Professional Institution 學會 / 專業機構名稱	Qualification Attained, (if applicable) 獲取程度 / 資格 (如適用)	Year Conferred 頒授年份	For Office Use
			Copy Verified

V. Working Experience 工作經驗

(In reverse chronological order 由最近期順序列出)

Date 日期 (M/Y) (月/年)		Name of Organization / Employer 工作機構 / 僱主名稱	Position Held 職位	Monthly Salary 每月薪金 (港幣)(HK\$)	Reason for Leaving 離職原因	For Office Use
From 由	To 至					Copy Verified
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	

VI. Language 語言能力

Please put a “√” in the appropriate box 請在適當空格內加“√”出)

Language(s) Used 可操作語言		Your own Assessment 語文能力自我評估							
		Spoken 言談				Written 書寫			
		好 Good	普通 Fair	差 Poor	不適用 N/A	好 Good	普通 Fair	差 Poor	不適用 N/A
Chinese 中文	Cantonese 廣東話								
	Mandarin 國語								
English 英文									
Others (if any) 其他 (如有)									

VII. Skills 技能

Computer (if any) 電腦軟件 (如有)	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Powerpoint <input type="checkbox"/> Others 其他 _____ _____	
Typing speed 打字速度	Chinese 中文 WPM 每分鐘字數 _____	English Characters 英文 WPM 每分鐘字數 _____
Can you swim? 懂游泳嗎? (Applicable for the posts in vessel and Ropeman 適用於船上職位及碼頭水手)	<input type="checkbox"/> Yes, I can. 是, 我懂得	<input type="checkbox"/> No, I can't. 不, 我不懂得 Plan to learn in _____ (M/Y) 計劃於 _____ (月/年)學習
Others (if any) 其他(如有)		

VIII. Other Information 其他資料

Do you know any friend(s) or relative(s) employed by our Company? 閣下是否認識親友於本公司工作? <input type="checkbox"/> Yes 是 姓名: _____ Position: 職位: _____ Relationship: 關係: _____ <input type="checkbox"/> No 無	
Have you ever been employed by the Company and/or other Companies within the New World Group? 閣下曾否受僱於本公司及/或新世界集團屬下之公司? <input type="checkbox"/> Yes 是 Name of Company 公司名稱: _____ Position 職位名稱: _____ Reason of Leaving: <input type="checkbox"/> 辭職 <input type="checkbox"/> 終止受僱 <input type="checkbox"/> 其他 Resignation Termination Others _____ <input type="checkbox"/> No 無	
Have you ever been convicted of a criminal offence? (Optional) 閣下曾否因刑事案件被定罪? (可選擇不填寫) <input type="checkbox"/> Yes 是 Please state: 請註明: _____ <input type="checkbox"/> No 無	
How do you know about this job opening? 閣下從何得知此職位空缺? <input type="checkbox"/> Job Advertisement 招聘廣告 _____ <input type="checkbox"/> Referral 推薦人 _____ <input type="checkbox"/> Labour Department 勞工處 <input type="checkbox"/> Others 其他 _____	
SALARY EXPECTED 要求薪金 (HKD 港幣)	
NOTICE PERIOD 通知期	AVAILABLE DATE 可上班日期

Personal Information Collection Statement

This Personal Information Collection Statement ("this Statement") is made New World First Ferry Services Limited ("Company").

The Company is part of the New World Group ("Group") which also includes New World Property Management Company Limited, [Housing Finance Limited], New World China Land Limited, New World Department Store China Limited, K11 Concepts Limited, New World Loyalty Programme Limited, New World Group Charity Foundation Limited, K11 Art Foundation Limited, Khora Limited, Humansa Limited and other companies (including any joint venture companies where any of the Group's companies has an interest) from time to time whose activities include real estate (sale, leasing and investment), mortgage services, retail, facilities management, infrastructure, shopping malls, department stores, jewelleries and luxury products, hotels, food and beverages, convention and exhibition centres, sports and recreational facilities, education and charitable pursuits including sports, recreation, art and cultural programmes, relief of poverty, advancement of education, advancement of religion, health care and senior care, and other purposes that are beneficial to the community (together referred to as "Affiliates")

In order to enable us to consider your application, you are required to provide all the mandatory personal data in the application form. If you do not provide the required personal data, then we may not be able to consider and assess your application.

Purpose for using personal data

The personal data and other information about you (namely your name, contact information, education and employment information) collected in this application form will be used by the Company for the following purposes:

- (i) assess your suitability to assume the job duties of the position applied for;
- (ii) future recruitment exercise within the Group and in this connection it is our policy to retain the personal data of unsuccessful applicants for future recruitment exercise within the Group for a period of one year;
- (iii) research and development in relation to human resources management within the Group;
- (iv) data analytics, profiling, information management and database administration; and
- (v) other purposes directly related to the above.

Subject to your consent (see below), (1) your name, (2) email address and (3) telephone/mobile number collected in this application form will be used by the Company for direct marketing and cross-marketing. Notwithstanding the one-year retention period for future recruitment exercise mentioned in (ii) above, these information, namely your name, email address and telephone/mobile number collected, will not be subject to the aforesaid retention period and will be used by the Company for direct marketing and cross-marketing, subject to consent (see below).

Those with whom we share personal data

We may engage agents, contractors, suppliers and service providers in connection with the above purposes, e.g. IT providers, marketing agents, social media and research companies and may transfer to or share your personal data with them for such purposes. We may also share your personal data with our Affiliates and social media platforms we or our Affiliates used for the above purposes.

Where we are required by the law of any country or requested by any court, regulatory body or governmental body of any country, we may also disclose your personal data as required. In the event of any transfer of business, transfer of shares, amalgamation or purchase of our business or our Affiliates' businesses, your personal data may be transferred to the new entity as part of the transaction, provided that the new entity abides by this Personal Information Collection Statement and continues to exercise the same level of care, in respect of your personal data, as we would.

Your personal data may be stored in servers located outside Hong Kong and/or shared with Affiliates located outside Hong Kong. However, we will take all reasonable measures to ensure that your data is stored and processed securely, regardless of the country in which it is stored, and we ensure that our Affiliates do the same

Direct Marketing

Subject to your consent, we may use your personal data, including your name and contact details, to send you special offers, news, information and marketing in relation to the Company's products, services, events and charitable initiatives.

Subject to your consent, we may use your personal data for, or provide your name and contact details to, our Affiliates and Marketing Partners so that they may send you special offers, news, information and marketing in relation to their products, services, events and charitable initiatives.

Our "Marketing Partners" include property developers, banks, finance and investment institutions, insurance companies, private clubs, concierge and customer service provider, retail outlets and online businesses (products and services including but not limited to fashion and beauty, health and personal cares, luxury, home and living, food, wine and beverage, books and stationery), shopping malls, department stores, watches and jewellers (such as Chow Tai Fook Jewellery Group Limited), hotel chains, catering services providers, healthcare and senior care, services and/ or products providers including but not limited to art and culture, gallery and exhibition, green and nature, sports and recreation, travel and accommodation, leisure and entertainment, transportation and logistics, telecommunication and information technology, education and institutions.

The types of products, services, events and charitable initiatives that we, our Affiliates and/or our Marketing Partners may market to you include the following:

- ♦ products and services offered by the Group in relation to real property (sale, leasing and investment), retail, facilities management, infrastructure, shopping malls, department stores, jewelleries and luxury products, hotels, food and beverage, healthcare and senior care, convention and exhibition centres, sports and recreational facilities, health and personal care products and services, green and nature products and activities, education and charitable pursuits;
- ♦ finance, banking, insurance and other related services and products by banks, finance and investment institutions and insurance companies;
- ♦ access and privileges at private clubs;
- ♦ professional consultation on customer services, including but not limited to event planning, hotels and tickets reservation;
- ♦ consumer products and services by retail outlets and/or online businesses, including but not limited to fashion and beauty, health and personal cares, luxury, home and living, food, wine and beverage, book and stationery;
- ♦ reward, loyalty, privileges programmes and promotions at shopping malls and department stores;
- ♦ reward, loyalty, privileges programmes and promotions for customers and/or potential customers of the Group;
- ♦ watches, jewelleries and accessories
- ♦ catering services on food, wine and beverage;
- ♦ travel and accommodation services, including but not limited to holiday package products and services offered by travel agents, tickets to attractions;

- transportation and logistics service, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus operators, train operators and cruise operators;
- tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;
- green and nature products and activities;
- telecommunication, internet and mobile communication services;
- professional advice and/or consultation on education and/or personal enhancement;
- charitable initiatives which support areas including sports, recreation, art and cultural programmes relief of poverty, advancement of education, advancement of religion and other purposes that are beneficial to the community.

We cannot use or provide your personal data for direct marketing purposes unless you consent. Your consent or withholding of your consent will not affect your job application. Even if you give your consent, you can opt out of direct marketing at any time, free of charge, by emailing hrd@nwff.com.hk or writing to our Human Resources Department at No.71, Hing Wah Street West, Lai Chi Kok, Kowloon. (marked confidential).

If your application is successful, data may also be collected from you during the period of your employment with the Company which shall be used for administrative, employment, human resources and other directly related purposes.

Under the Personal Data (Privacy) Ordinance, you have a right 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 contact our Human Resources Department by post to No.71, Hing Wah Street West, Lai Chi Kok, Kowloon. (marked confidential) or by email to hrd@nwff.com.hk.

Privacy Policy Statement

You can find out more about the Company's policy of personal data protection by accessing the Company's Privacy Policy Statement available at <http://www.nwd.com.hk/privacy-policy>.

If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.

個人資料收集聲明

本個人資料收集聲明（“本聲明”）是由新世界第一渡輪服務有限公司（“本公司”）作出。

本公司隸屬於新世界集團（下稱「本集團」），當中包括新世界物業管理有限公司、Housing Finance Limited、新世界中國地產有限公司、新世界百貨中國有限公司、K11 Concepts Limited、New World Loyalty Programme Limited、新世界集團慈善基金有限公司、K11 Art Foundation Limited、Khora Limited、Humana Limited 及其他子公司(包括任何本集團有利益的任何合資企業)，其業務涵蓋房地產（銷售、租賃及投資）、抵押服務、零售、設施管理、基建、商場、百貨公司、珠寶首飾及奢侈品、酒店、餐飲、會議及展覽中心、體育及康樂設施、各方面的教育及慈善事業，如體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣、醫療保健 及長者護理以及其他以促進社會公益為目的之範疇（以上統稱為「關聯公司」）。

為使本公司得以處理你的申請，在填寫本申請表時，你需要向本公司提供所有指定的個人資料。如你選擇不提供指定的個人資料，本公司可能不會考慮或評核你的申請。

使用個人資料之目的

你於本申請表所提供予本公司之個人資料（即姓名、聯繫方式、教育及僱傭資料）將會收集用作以下用途：

- 評估你是否適合所申請職位的工作職責；
- 本集團未來的招聘工作及在這方面而言，本公司的政策是保留未成功的申請人的個人資料為期一年以作本集團未來的招聘工作；
- 有關本集團人力資源管理的研究及開發；
- 數據和資料的分析，歸納及管理；
- 其他直接與上述有關的目的。

如經閣下同意(見下文)，本申請表中收集之(1) 你的姓名 (2) 電郵 及 (3) 電話/手機號碼將由本公司用於直接營銷和交叉營銷。儘管上文項 (ii) 中提到就未來招聘工作適用的兩年資料保留期，但這些被收集資訊，即你的姓名，電郵及電話/手機號碼，將不受上述保留期限所約束，並經閣下同意(見下文)將由本公司用於直接營銷和交叉營銷。

共同使用個人資料之第三方

就上述各項用途，本公司可能與不同的代理商、承包商、供應商及服務提供者如網絡技術供應商、營銷代理商、社交媒體及研究公司等合作，並共同使用你的個人資料。本公司亦可能與關聯公司及本公司或關聯公司使用的社交媒體平台共同使用你的個人資料作上述各項用途。

如因任何國家的法律、法院、監管機構或政府機構的要求，本公司會根據實際需要披露你的個人資料。在任何有關本公司或關聯公司的業務轉讓、股權轉讓、合併或收購情況下，你的個人資料亦會作為交易的一部分轉交予買家，並以買家繼續在本聲明框架下提供同等程度的資料保障為前提。

你的個人資料可能在位於香港境外的伺服器及/或香港境外的關聯公司儲存。無論資料位於任何國家，本公司及關聯公司都將採取一切合理措施，以確保你的個人資料得以在安全的情況下儲存及處理。

直接促銷

在獲得你的同意下，本公司將會透過使用你的個人資料，包括姓名及聯繫方式，向你直接發放有關本公司的產品、服務、活動及慈善事業之特別優惠、新聞、資訊及推廣。

在獲得你的同意下，本公司亦會使用你的個人資料，或提供你的姓名及聯繫方式予關聯公司及營銷合作伙伴，用作向你直接發放有關他們的產品、服務、活動及慈善事業之特別優惠、新聞、資訊及推廣。

本公司的「營銷合作伙伴」包括物業發展商、銀行、金融及投資機構、保險公司、私人會所、禮賓及客服營運商、零售商及網上商店（產品及服務包括但不限於時尚服飾、美容、保健及個人護理、奢侈品、家庭用品、食品、酒類、書籍及文具）、商場、百貨公司、鐘錶及珠寶（如周大福珠寶集團有限公司）、連鎖酒店、餐飲服務營運商、醫療保健及長者護理以及其他產品及/或服務營運商，業務領域涵蓋但不限於藝術及文化、畫廊及展覽、環保及自然、體育及康樂、旅遊及住宿、休閒及娛樂、交通及物流、電訊及科技、教育機構。

本公司、關聯公司及/或營銷合作伙伴可能推廣的產品、服務、活動及慈善事業種類如下：

- 由本集團提供的產品及服務，業務涵蓋房地產（銷售、租賃及投資）、零售、設施管理、基建、商場、百貨公司、珠寶首飾及奢侈品、酒店、餐飲、醫療保健及長者護理會議及展覽中心、體育及康樂設施、保健及個人護理產品及服務、環保及自然產品及活動、教育及慈善事業；
- 由銀行、金融、投資機構及保險公司提供的金融、銀行、抵押、保險及其他相關產品及服務；
- 私人會所會籍及其尊尚禮遇；
- 客戶服務專業諮詢，包括但不限於活動統籌、酒店及機票預訂；
- 零售商及網上商店的產品及服務，包括但不限於時尚服飾、美容、保健及個人護理、奢侈品、家庭用品、食品、酒類、書籍及文具；
- 商場及百貨公司的獎賞禮遇計劃及推廣活動；
- 本集團客戶及/或潛在客戶的獎賞禮遇計劃及推廣活動；
- 鐘錶、珠寶及首飾；
- 提供食物、酒類、飲品的餐飲服務；
- 旅遊及住宿服務，包括但不限於由旅行社提供的假期套票及服務、景點門票；
- 交通及物流服務，包括但不限於航空及非航空運輸服務，如酒店接送、汽車租賃、巴士營運商、火車營運商及遊船營運商；
- 音樂會、畫廊、展覽、電影、舞台劇、體育賽事、其他特別及文化活動之門票；
- 環保及自然為主題之產品及活動；
- 電訊、互聯網及移動通信服務；
- 有關教育及/或個人發展之專業諮詢；
- 慈善事業，領域涵蓋體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣以及其他以促進社會公益為目的之範疇。

如沒有你的同意，本公司將無法使用你的個人資料作直接促銷之用。你的同意或拒絕同意不會影響你的職位申請。即使你已同意授權，你亦可隨時免費地撤回有關本公司使用你的個人資料作直接促銷的許可。你可電郵至 hrd@nwff.com.hk，或郵寄至九龍荔枝角興華街西 71 號，聯絡本公司的人力資源部以撤回相關許可（註明機密）。

如你的申請成功，本公司可於你受聘於本公司期間收集你的資料，用作行政、僱傭、人力資源管理及其他直接有關用途。

根據《個人資料(私隱)條例》，你有權要求查閱及改正申請表上所填報的個人資料。

如你欲行使這項權利，請透過郵寄至九龍荔枝角興華街西 71 號（註明機密）或電郵至 hrd@nwff.com.hk 聯絡本公司的人力資源部。

私隱政策聲明

你可登入此網址 <http://www.nwd.com.hk/privacy-policy> 查閱本公司的私隱政策聲明，以了解更多本公司在私隱及個人資料保障方面的政策。

如本聲明的英文版本與中文版本有任何歧義，概以英文版本為準。

Declaration 聲明

- I have read and understand the Personal Information Collection Statement ("PICS") above and agree to the use of my personal data as set out in the PICS. 本人已細閱及明白上述個人資料收集聲明，並同意本人個人資料可用作上述個人資料收集聲明所述用途。
- I consent to receive news, updates and offers from the Company, New World Development Company Limited and/or their respective Affiliates and Marketing Partners, details of which have been set out in the PICS mentioned above. 本人同意接收由新創建集團有限公司、新世界發展有限公司及/或其各自關聯公司及營銷合作伙伴發放的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。
- I consent to receive news, updates and offers from the respective Affiliates and Marketing Partners of each of the Company and New World Development Company Limited, details of which have been set out in the PICS mentioned above. 本人同意接收由新創建集團有限公司、新世界發展有限公司各自之關聯公司及營銷合作伙伴發放的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。
- I hereby confirm that the information given in this application form is correct. I understand that if I willfully give any false information or withhold any material information, I shall render myself to summary dismissal even if I am employed by the Company without any compensation and/or claim against the Company. 在此本人確認以上申請表填報的資料準確無誤。同時本人知道倘若故意提供虛假資料或隱瞞重要資料，即使本人已受僱於貴公司，貴公司將有權將本人即時解僱，而不獲任何補償。

Signature of Applicant

申請人簽署

Date

日期

For Office Use :

Job Title: _____ Medical check date (DD/MM/YYYY): _____

Medical Check Result: Fit Unfit Processing HRO: _____