

安樂工程集團
ATAL ENGINEERING GROUP
職位申請表
APPLICATION FOR EMPLOYMENT

Please Complete the Form in Block Letters 請以正楷填寫以下部份

| | | |
|---|--|------------|
| 申請職位 | 部門 | |
| Position Applied For : _____ | Department: _____ | |
| 要求薪金 | 可上任日期 | 日/月/年 |
| Expected Salary : HK\$ _____ x _____ mth(s) | Available Date : _____ | (dd/mm/yy) |
| 聘請訊息來源 | <input type="checkbox"/> Labour Department (勞工處) <input type="checkbox"/> Newspaper (報紙) _____ | |
| Source of Recruitment Information : | <input type="checkbox"/> Internet (互聯網) _____ | |
| | <input type="checkbox"/> Employment Agency (職業介紹所) _____ | |
| | <input type="checkbox"/> Educational Institute (教育學院) _____ | |
| | <input type="checkbox"/> Relative/Friend employed here (任職同事介紹) _____ | |
| | <input type="checkbox"/> Other (其它) _____ | |

1 PERSONAL PARTICULARS 個人資料

| | | |
|--------------------------------|------------------------------|----------------------|
| 姓(英文) | 名(英文) | 中文姓名 |
| Surname : _____ | Given Name : _____ | Chinese Name : _____ |
| 出生地點 | 出生日期 | 年齡 |
| Birth Place : _____ | Birth Date : _____ | Age : _____ |
| 香港身份証 / 護照號碼 | 香港永久居民 | 是/否 |
| HK ID / Passport No. _____ () | Hong Kong Permanent Resident | Y/N |
| 住址 | Home Address : _____ | |
| 聯絡電話 | 手提電話 | 住所 |
| Contact Phone No. _____ | Mobile : _____ | Residence : _____ |

2 EDUCATION AND TRAINING (in reverse chronological order) 教育及培訓 (按日期倒序列出)

| Period 時期 | | Schools, Colleges, Universities, Institutions, etc. Attended / Attending | Full time or Part time | Attainment |
|-----------|------|--|------------------------|------------|
| From 由 | To 至 | 曾經/現在就讀的學校,學院,大學,機構等 | 全日或兼讀 | 所得學歷 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3 PROFESSIONAL QUALIFICATIONS (in reverse chronological order) 專業資格 (按日期倒序列出)

| Year Obtained 獲取年份 | Valid to 有效期至 | Professional Qualification Held 持有的專業資格 | Issuing Bodies 頒發機構 | Relevant Level attended 獲取有關程度 |
|-----------------------|------------------|--|------------------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4 GOVERNMENT REGISTRATIONS/LICENCES OBTAINED (in reverse chronological order)

政府牌照 (按日期倒序列出)

| Year Obtained 獲取年份 | Valid to 有效期至 | Government Recognized Licence 政府認可及註冊牌照 | Issuing Authority 頒發機構 | Grade 等級 |
|-----------------------|------------------|--|---------------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5 EMPLOYMENT RECORD (in reverse chronological order) 任職記錄 (按日期倒序列出)

| Name of Company 公司名稱 | Job Title 職位 | Employment Period 任職年期 dd/mm/yy | | Last Salary 最後薪金 | Reason for Leaving 離職原因 |
|-------------------------|-----------------|------------------------------------|------|------------------------------|----------------------------|
| | | From 由 | To 至 | | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |
| | | | | HK\$ _____ x _____ mth(s) | |

6 LANGUAGE AND SKILLS 語言及技能

| | | |
|---|--|--|
| Languages 語言: <u>English 英語</u> <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor 好 一般 差 | <u>Cantonese 廣東話</u> <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor 好 一般 差 | <u>Putonghua 普通話</u> <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor 好 一般 差 |
| Skills 技能: 1. Typewriting 打字(wpm 字/每分鐘): English 英文: _____ Chinese 中文: _____ 2. Computer software 電腦軟件 (Please circle 請圈出): Microsoft Office: Word / Excel / PowerPoint Other: _____ | | |

7 CRIMINAL RECORD DECLARATION 刑事記錄聲明

| |
|---|
| Have you ever been convicted of a criminal offence in any country? 閣下於過往是否曾觸犯任何國家的刑事條例而被定罪? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是. Please state the nature and date (s) of the offence(s) 是, 請詳細列明其性質及日期: _____ _____ |
|---|

8 REFEREE 諮詢人

| <u>1st Referee 諮詢人 1</u> | <u>2nd Referee 諮詢人 2</u> |
|-------------------------------------|-------------------------------------|
| Name of Referee 諮詢人姓名 | Name of Referee 諮詢人姓名 |
| Relationship 關係 | Relationship 關係 |
| Name of Company 公司名稱 | Name of Company 公司名稱 |
| Contact Information 聯絡方法 | Contact Information 聯絡方法 |
| Remarks 備註 | Remarks 備註 |

9 Any additional information you consider relevant to your application 請提供與申請職位有關的其他資料

10 DECLARATION 聲明

| | |
|--|-------------------|
| 本人證明上述填報之資料正確無訛。倘若上述任何資料其後被發現為失實或虛報, 本人願意接受紀律處分, 包括即時被免職, 而不獲任何補償。本人謹授權安樂工程集團成員公司聯絡本人過往的僱主, 或通過任何途徑取得, 透露及交換有關本人資料。本人明白上述資料乃用作遴選及有關人力資源統計用途, 並經由已授權之同事處理。同時, 本人明白到(I)倘若本人未能提供本申請書所需的資料, 安樂工程集團成員公司將可能無法處理有關申請, 及(II)本人有權向安樂工程集團成員公司查閱及申請改正所有與本人有關的個人資料。有關的申請可於安樂工程集團人力資源部辦理。此聲明同時適用於本人為申請上述職位已經提供之所有個人資料。 | |
| I hereby certify that the information provided above are true and correct. In the event that any information is found to be false in due course, I agree to your taking disciplinary action against me including discharge from your employment without any compensation. I hereby authorize ATAL Engineering Group to contact my previous employers, or any information source and to obtain, disclose, and exchange my information with regard to myself. I understand that data collected will be used for recruitment and statistical research purpose in regard to HR; and data collected will be used or accessed by authorized persons only. I also understand (I) ATAL Engineering Group may be unable to process this application if I fail to provide any information requested in this application and (II) I have the right to obtain access to and to request correction of any personal information held by ATAL Engineering Group concerning me, and such request can be made to ATAL Engineering Group Human Resources Department. This declaration also applies to all other personal information already provided in relation to my application for the above said position. | |
| 申請人簽署 Signature of Applicant: _____ | 日期 Date: _____ |

Remark: If you do not hear from us within 8 weeks, you may consider your application unsuccessful on this occasion. This application will be kept in our Human Resources Department for a period of no more than 12 months and this record will be destroyed after the said period.