

# 遠東集團有限公司

## FAR EAST GROUP LIMITED

### EMPLOYMENT APPLICATION FORM

### 入職申請表

Please read the following notes before filling in the form

填寫表格前請細閱下列備註。

- All information given in this form will be treated in STRICT CONFIDENCE.  
此表格內所有資料將嚴格保密。
- Information provided will be used for consideration for employment with members of the Far East Group (the "Group") and may be provided to departments concerned to process the information for such purposes.  
申請人所提供的資料是供遠東集團屬下成員公司(以下簡稱"本集團")用於招聘事宜上及可能會送往有關部門用作處理該等事宜。
- Please ensure that all parts in the form are completed and the information provided is accurate.  
申請人須填妥申請表各項，並提供正確資料。
- If your application is successful, your personal data may be provided to our Insurance Agency/Consultants for employee benefit administration and other employment related purposes.  
如閣下成功受聘，你的個人資料將會送往保險公司／顧問供員工福利及其他與聘用事宜之用途。

#### (1) JOB DETAILS 申請職位詳情

Post Applied For : 申請職位	Date Available : 可上班日期
Department : 部門	Monthly Salary Expected : 每月要求薪金

#### (2) PERSONAL PARTICULARS 個人資料

Surname : 姓氏	Other Names : 名字
Name in Chinese (if any) : 中文姓名(如有)	Title : *Prof / Dr / Mr / Mrs / Ms / Miss 稱銜 *教授/博士/先生/太太/女士/小姐
Date of Birth : 出生日期	*Passport / HKID Card No. : *護照／香港身份證編號
Address : 地址	Tel. No.: 電話號碼 Fax. No.: 傳真號碼 E-mail Address : 電子郵件地址

\* Please delete as appropriate

\* 請刪去不適用者

## (3) EDUCATION (in chronological order) 學歷 (按日期順序列出)

Dates (month/year) 日期 (月/年)		Organisation Attended 曾就讀機構	Qualification Obtained (Certificate, Diploma, Degrees), Field of study, subjects passed and level attained should be listed 考取資格(證書、文憑、學位), 須列明學科及合格科目成績	Date of Award 頒授日期
From 由	To 至			

## (4) PROFESSIONAL QUALIFICATIONS 專業資格

Name of Professional Institute 專業機構名稱	Award (grade or class of membership) 資格(專業組織成員等級或級別)	Date of Award 頒授日期

## (5) FULL EMPLOYMENT RECORD STARTING WITH PRESENT/LAST EMPLOYMENT (in chronological order)

就業詳情(請按日期順序列出由現時/最近期工作起的就業詳情)

Dates (month/year) 日期 (月/年)		Name of Employer 僱主名稱	Position Held / Nature of Duties 職位名稱 / 工作性質
From 由	To 至		

## (6) FURTHER DETAILS ON PRESENT / LAST EMPLOYMENT

現時/最近期職位詳情

Present / Last Salary (per month) : 現時 / 最近期薪金 (每月)	Present / Last Position Held : 現時 / 最近期職位
Main Responsibilities : 主要職責	Name of Employer : 僱主名稱 Contact Person For Enquiries : 查詢聯絡人 Address : 地址

## (7) FURTHER INFORMATION FOR CONSIDERATION OF YOUR APPLICATION

就你的申請提供進一步資料

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Note : You should provide further information for us to assess your application, e.g. the projects you handled in the past and your responsibilities involved.  
註：你應提供進一步資料有助評核你的申請，例如：你曾參與的工程項目及你涉及的職能。

## Declaration 聲明

1. I declare that the information given above is true and complete to the best of my knowledge and belief. I understand that if I give any false information or withhold any relevant information, I shall render myself liable to summary dismissal if already employed.

本人聲明根據本人所知的一切以上提供之資料乃屬正確無誤。本人明白若提供任何虛假資料或保留任何相關資料，本人即使已獲聘用，本人亦會被即時解僱。

2. I hereby authorize that the enquiries may be made with the my present and / or past employer(s) in considering my application.

本人現授權貴集團在考慮本人的職位申請時，可以向本人現職及或前任僱主進行查詢。

3. I agree that even though this application is not successful, this application and any other information provided in connection thereof may be retained for such period as considered necessary by the Group.

本人同意即使申請職位落選，貴集團可將此申請表格及任何其他提供的有關資料保留一段貴集團認為有需要的時間。

\_\_\_\_\_  
Signature of Applicant 申請人簽署

\_\_\_\_\_  
Date 日期