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APPLICATION FORM FOR EMPLOYMENT 職位應徵申請表

Post applied for 申請職位:	
How did you learn about this vacant position? 得知空缺來源: (e.g. name of newspaper and website 如報章或招聘網站)	

I. Personal Particulars 個人資料

English Name 英文姓名:		Salutation 稱謂:	Mr.先生 / Mrs.女士 / Ms.小姐
Chinese Name 中文姓名:		Marital:婚姻狀況:	
Date of Birth 出生日期:		Nationality 籍貫:	
I.D. No. 身份證號碼:		Passport No. 簽證號碼: (if applicable 如適用)	
Residential Address 居住地址:			
Correspondence Address 通訊地址:	(If different from the address given above 如與上不同)		
Contact No. 聯絡號碼:	Home(住家)	Mobil(手提)	Office(公司)
Email address 電郵戶口:			

II. Education and Training 學歷及專業訓練 (in chronological order 請由最近期順序列出)

Date of Month/Year 月份/年度	School / College / University or Training Organization Attended 院校/訓練機構	Qualification Obtained (with classification if any) 考獲資格或學歷, 請註明科目及成績 (例如等級、合格、良好等)
From 由	To 至	

III. Employment History 工作經驗 (in chronological order 請由最近期順序列出)

Date of Month/Year 月份/年度	Name of Company 公司名稱	Position Held 職位	Responsibilities 工作性質	Latest Salary 最近薪金	Reasons for leaving 離職原因
From 由	To 至				

IV. Professional Membership 專業資格 (if applicable, please state in chronological order 如適用,請順序列出)

Name of Issuing Authority 專業團體	Qualification / Membership Obtained 所獲專業資格	Channel of Award (e.g. examination/recommendation) 獲取途徑(如考試、推選等)	Date of Obtained (Month/Year) 頒授日期 (月份/年度)

V. OTHER SKILLS 其他知識及技能

Computer Applications: 電腦軟件操作							
Language(s) 語言能力	Language(s) 語言	Written 書寫			Oral 會話		
		Excellent 優異	Good 良好	Fair 普通	Excellent 優異	Good 良好	Fair 普通
	Cantonese 廣東話						
	Mandarin 普通話						
	English 英文						
Others 其他:							

VI. Other Information 其他資料

Following information is provided for reference only and will not be used as critical assessment factor.
以下資料只供內部參考用途，對職位申請並不構成重大影響。

a)
Are you applying / have you ever applied for other position of the Company?
No / Yes (If yes, please give details of your application)
有否曾經或同時申請本公司其他職位? 如有請列明:

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b)
Do you have any close relative who is being or have ever been an employer of the company?
No / Yes (if yes, please give the details)
是否有近親現職於本公司工作，如有請列明：

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c)
Do you have any previous record(s) of disciplinary offence (including sexual offence)?
No / Yes (If yes, please specify)
你過往有沒有犯罪紀錄(包括性罪行犯罪紀錄)? 如有請列明:

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d)
Do you have any current condition, medical concern, or past medical history that may affect your ability to effectively carry out the duties of the position applied for?
No / Yes (if yes, please briefly describe your state of health)
閣下之健康狀況會否對於有效地執行申請職位的工作構成影響? 如有，請列明閣下之健康狀況：

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VII. REFERENCES (Persons other than your relatives)

諮詢(親屬以外的諮詢人)

Referee 諮詢人	Position 職位	Company 所屬公司	Address & Contact No. 地址及聯絡方法

VIII.

請在以下的表格，選出 8 個能夠形容自己的描述語，並從中選出一個最能形容自己的描述語，在旁邊加上★號。

- | | | |
|--------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> 合邏輯的 | <input type="checkbox"/> 情緒化的 | <input type="checkbox"/> 對符號敏感的 |
| <input type="checkbox"/> 有創意的 | <input type="checkbox"/> 有空間的 | <input type="checkbox"/> 喜歡支配的 |
| <input type="checkbox"/> 具音樂感的 | <input type="checkbox"/> 批判的 | <input type="checkbox"/> 全面的 |
| <input type="checkbox"/> 有條理的 | <input type="checkbox"/> 富有藝術的 | <input type="checkbox"/> 憑直覺的 |
| <input type="checkbox"/> 善於整合的 | <input type="checkbox"/> 重視心靈上的 | <input type="checkbox"/> 善於量化的 |
| <input type="checkbox"/> 善於辭令的 | <input type="checkbox"/> 理性的 | <input type="checkbox"/> 閱讀者 |
| <input type="checkbox"/> 保守的 | <input type="checkbox"/> 被控制的 | <input type="checkbox"/> 同時兼顧的 |
| <input type="checkbox"/> 善於分析的 | <input type="checkbox"/> 數理的 | <input type="checkbox"/> 真實的 |
| <input type="checkbox"/> 仔細的 | | |

- ◆ Please read the Declaration and Personal Data Collection Statement on the last page before submitting the completed application form. 請於提交已填妥及簽署的職位申請表前，請細心閱讀下列聲明及個人資料收集用途陳述。
- ◆ Please submit the completed application form to our Reception. 請將填妥之表格交到接待處。

IX. Declaration 聲明

I understand and accept that the information given above will be provided to relevant departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the CLASSROOM. I consent to the CLASSROOM making any necessary enquiries for purposes relating to recruitment by and employment with the government and for the verification of the information given above, and I authorize all government departments and other organizations or agencies to release any record or information as may be required for these enquiries to the CLASSROOM.

本人完全明白及同意提供個人資料予課室出版集團是作為申請職位之用途。本人同意課室出版集團在有需要時可將本人有關之資料轉交其他有關人士或機構使用，以協助本人申請出任該職位。本人並同意課室出版集團就上述職位申請調查本人的其他有關資料，包括向其他政府部門、機構或人士核對本人的資料，本人並同意這些政府部門、機構或人士向課室出版集團提供有關本人的資料。

I understand that if I willfully give any false information or withhold any material information in this application form. CLASSROOM shall have the right to rescind any verbal / written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the CLASSROOM.

本人謹此聲明以上所提供之資料均屬真實，如獲聘任，本人將提供有關身份及資歷文件之正本予課室出版集團查核。本人明白倘若故意虛報資料或隱瞞重要事實，課室出版集團可不需通知及任何補償解除已發出的口頭或書面聘約，或縱使已獲聘任仍可不需任何補償即時解僱。

Available Date

可到職日期：

Expected Salary

要求薪酬待遇：

Date

日期：

Applicant's Name

應徵者姓名：

Signature

簽署：

Personal Data Collection Statement (Pertaining to recruitment) 個人資料收集招聘用途

The personal data provided in this form will be used for recruitment and other employment-related purpose by the CLASSROOM. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment-related purposes. The CLASSROOM will be unable to process the application if the information requested is not provided, incomplete or it is unclear from the information/documents provided that the applicant meets the minimum requirement for the post advertised. Please ensure that all parts in the form are completed and the information is accurate. Information on unsuccessful candidates will normally be destroyed within half-year after completion of the candidate's application. It may be disclosed to relevant parties or other organization authorized to enable the CLASSROOM to assess if the applicant is qualified and suitable for the job in terms of qualification, training, experience, and any other requirements specified for the job.

本公司會將此申請表所收集的個人資料保密處理，僅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，請確定你提供的資料必須完整清晰並正確無誤；否則本公司有權拒絕處理你的申請。根據本公司政策，求職者的個人資料會保留半年。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。