**Employment Application Form**

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| 1. **PERSONAL INFOMATION** | |
| Position Applied for: | Please affix recent photo here (optional) |
| Name (Chi **FULL**): |
| Name (Eng **FULL**): |
| Residential Address: |
| Date of Birth (dd/mm/yy): |
| Phone No.: |
| Mobile No.: |
| Email: |

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| 1. **EMPOLYMENT RECORD** | | | |
| Period | | Last Position | Company |
| From | To |
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| 1. **EDUCATION** | | | | | |
| From  (dd/mm/yy) | To  (dd/mm/yy) | Institutes | **Major Subject** | **Qualifications Award** | **Full Time/ Part Time** |
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| 1. **PROFESSIONAL QUALIFICATION** | | | |
| Professional Qualification | Issuing Authority (Full name) | Level Attained | Date Obtained |
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| 1. **OTHER INFORMATION** |

1. **Are any of your family members or friends are currently working in our company?**
2. **Do you require a work permit to work Hong Kong?**
3. **Have you ever been found guilty of an offence in a court of law in Hong Kong/ other countries or places?**
4. **Do you have any previous record(s) of disciplinary offence whilst with the previous employers?**

Referee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. PERSONAL INFORMATION COLLECTION STATEMENT |
| The personal data and information collected in this application form will be treated in strict confidence and used solely for recruitment and used for recruitment proposes only. The Company will retail all applications no longer than 1 year of which will be destroyed thereafter. We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process. 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. |

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| 1. DECLARATION |
| I declare that the information given in this application form is true, complete and accurate. I understand and agree that any falsification or misrepresentation in this form shall result in summary dismissal which I hereby acknowledge and agree, and my employment can be terminated by my employer without giving any notice. I have read and understand this agreement. |

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Signature of Applicant Date