



Photo

職位申請表 Application For Employment

Please read the Notes for Applicants and Personal Data Collection Statement on the last page before completing the application form.

在填寫本申請表前，請先細閱末頁之申請人須知及收集個人資料聲明。

應徵職位 Post Applied for	部門 Department / Unit
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I. 個人資料 Personal Particulars

英文姓名(須與身份證相同)(姓氏先行) Name in full (English)(as on HKID)(Surname first)		中文姓名(須與身份證相同) Name (Chinese)(as on HKID)	
稱謂 #先生/女士/小姐 Title # Mr. / Mrs. / Miss	#香港身份證/護照號碼 # Hong Kong I.D. Card / Passport No.	出生日期 Date of Birth	年齡 Age
聯絡電話 (住所) Contact Phone No. (Home)	(辦公室) (Office)	(手提電話) (Mobile)	(電郵) (e-mail)
通訊地址 Correspondence Address		婚姻狀況 Marital Status 子女數目 No. of Children 男 Boy 女 Girl	
住址 (如與上址不同) Residential Address (if different from above)		出生地點 Place of Birth	國籍 Nationality

II. 學歷及專業訓練 (請順序列出) Education & Professional Training (in chronological order)

Date (Month/Year) 日期 (月/年)		School/College/University or Training Organization Attended 曾就讀的學校/學院/大學訓練機構	Qualification Obtained (with classification if any) 獲取的學歷或資格 請詳列學科等級(如適用)
From 由	To 至		

III. 工作經驗 (請順序列出) Working Experience (in chronological order)

Date (Month/Year) 日期 (月/年)		工作機構 Name of Employer	職位 Appointment Held	離職原因 Reason of Leaving
From 由	From 由			



IV. 語言 Language

	會話 Spoken				閱讀 Reading				書寫 Writing			
	優良	良好	普通	略懂	優良	良好	普通	略懂	優良	良好	普通	略懂
	VERY GOOD	GOOD	FAIR	POOR	VERY GOOD	GOOD	FAIR	POOR	VERY GOOD	GOOD	FAIR	POOR
英文 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
中文/ 粵語 Chinese / Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
國語 Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
其他 others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* 請於適當空格加✓號 Please tick as appropriate

V. 技能 SKILLS / 執照 LICENSES

電腦技能(請說明)
Computer knowledge (Please Specify): _____

英文打字 字/每分鐘 中文打字 字/每分鐘
Typewriting _____ Words/Minutes Chinese Typing _____ Words/Minutes

執照/證書
Licenses/Certificates

	有效至 Valid Until	日/月/年 DD/MM/YY
<input type="checkbox"/> 平安咭 (Safety Card)	有效至 Valid Until	____/____/____
<input type="checkbox"/> 建造業安全訓練證明書 (綠卡) Construction Industry Safety Training Certificate	有效至 Valid Until	____/____/____
<input type="checkbox"/> 密閉空間作業證明書 (CN(R)E) Safety Training Revalidation Course Certificate	有效至 Valid Until	____/____/____
<input type="checkbox"/> 金屬棚架(熟練工人) Scaffolding Trained Workman Worker	有效至 Valid Until	____/____/____
<input type="checkbox"/> 電業工程人員註冊證明書 Certificate Of Registration Of Electrical Worker (類別 Type _____)	有效至 Valid Until	____/____/____
<input type="checkbox"/> 駕駛執照 Driving License(s) (類別 TYPE _____)	有效至 Valid Until	____/____/____
<input type="checkbox"/> 急救證書 FIRST AID CERTIFICATE	有效至 Valid Until	____/____/____
<input type="checkbox"/> 其他 OTHERS (請說明 PLEASE SPECIFY) _____		

其他技能 Others Skills (請說明 Please Specify) _____

VI. 諮詢人 Referents

如應徵者現時在職或曾受僱，請填上現職或最近期僱主之資料。除非應徵者特別註明，否則「偉保」將毋須通知應徵者而可直接向下列諮詢人查詢。請先行知會諮詢人。

Please include your current or recent employer where applicable. Unless otherwise specified, consent is deemed given by the applicant to Viewco Building Services to approach the referees below without prior notification. Please inform your referees that such consent has been given by you.

姓名 Name	公司名稱 Company Name	職位 Title	電話 Contact Phone

VII. 其他資料 Other Information

Have you ever been convicted of a criminal offence (including sexual offence) in a court of law?
 你曾否因刑事案件(包括性罪行)而被法庭定罪? * 請於適當空格加✓號 Please tick as appropriate

No * 否 Yes *(Please give details): 有 (請註明):

* 請於適當空格加✓號 Please tick as appropriate



要求薪金： 港幣 月薪 / 日薪 / 時薪
Salary Expected : HKD (\$) _____ Per Month / Per Day / Per Hour

可到職日期 / 現職離職通知期：
DATE of Available / Notice Period for Resignation _____

可否輪班工作 (如適用): 可 否
Will you work on shift (If applicable) Yes No

可否在週末或公眾假期工作 (如適用): 可 否
Will you work on weekends & Public Holidays (If applicable) Yes No

VIII. 聲明 Declaration

平等機會聲明 EQUAL OPPORTUNITY STATEMENT

「偉保」為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本會一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、種族、殘疾、婚姻狀況、或家庭崗位而受影響。

VIEWCO Building Services & Engineering Co., Ltd. is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointments are based on the candidates' past working experience, competencies and qualifications regardless of their gender, race, disability, marital status, or family status.

個人資料(私隱)收集聲明 PERSONAL DATA (PRIVACY) NOTICE - USE OF PERSONAL DATA

「偉保」會把申請表上填報的個人資料作辦理是次申請之用。在本表格上提供個人資料，純屬自願性質。假如資料不足，本會可能無法辦理你的申請。根據《個人資料(私隱)條例》第 18 及 22 條和附表一的第 6 原則，你有權查閱和更正個人資料，包括有權索取表格上填報的個人資料副本一份。

The personal data provided on of this form will be used by VIEWCO Building Services & Engineering Co., Ltd. for the processing of this application. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided on this form.

聲明 DECLARATION

本人謹聲明上述資料均已力求詳盡且正確無誤，本人明白上述如有蓄意省略、虛報或誤導，本人將不被錄用，而縱獲錄取，亦可能遭即時解僱而不能享有任何通知期或代通知金，本人並同意貴會向本人之諮詢人或前僱主查証本人所提供之資料，而對於該等查詢所導致之任何後果，答問雙方均無需負責。

I declare that the above is a correct disclosure. If employed, I agree to abide by all conditions of employment, rules and regulations as they apply to VIEWCO.

I understand and agree that misrepresentation, falsification or omission of material fact may cause rejection of my application or immediate dismissal without any advance notice or payment in lieu of notice after employment. I understand and agree that statements made in this application may subject to verification from my former employer(s) and any other person(s) who may have information concerning me and I hereby release any such person from any and all liability for any damage whatsoever incurred in furnishing of notice such information.

申請人簽署 Signature of Applicant _____

日期 Date _____

For Office Use Only:

Date of Interview: _____	Position Offered: _____
Medical Report: _____	Wages Offered: _____
Dated Jointed: _____	Interviewed By: _____
Remarks:	