

Private & Confidential 私人及機密

JOB APPLICATION FORM  
職位申請表

Before applying the job in our Agency, please read “Personal Information Collection Statement pertaining to Recruitment” carefully.

在你申請本機構職位空缺前，請先細閱「收集個人資料聲明 - 招聘方面」。

Position Applied

申請職位

Salary Expected

要求待遇

Availability

可到職日期

1. PERSONAL DATA 個人資料

Name	(Surname)	(First Name)	中文姓名 (Chinese Name)
姓名			( )
Alias			
英文名/別名			
Home Address			
住宅地址			
Telephone Phone No.			
電話號碼	Mobile (手提)	Home (住宅)	
E-mail Address			
電郵地址			

2. EDUCATION (In reverse chronological order, list the most recent one first)

教育狀況 (請按時間之先後次序排列，並先排列最近的資料)

Name of School / Institute 學校 / 教育機構名稱	From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Certificate / Level Obtained 獲發證書 / 獲取程度

3. PROFESSIONAL AFFILIATION / QUALIFICATION (In reverse chronological order, list the most recent one first)

專業資格 (請按時間之先後次序排列，並先排列最近的資料)

Name of Institution / Organization 頒發學院機構名稱	Date Attained 考取日期 Month / Year 月 / 年	Designation of Professional Membership / Course Qualification 獲取的專業資格 / 修讀之課程

4. EMPLOYMENT RECORD (In reverse chronological order, list the most recent one first)  
工作紀錄 (請按時間之先後次序排列，並先排列最近的資料)

Current and Previous Company Name(s) 現任及過往任職機構名稱	Employment Period 任職日期		Last Position Held 離職前職位	Last Compensation 離職前薪津 (Please provide detailed breakdown of annual package) (請提供閣下年薪之詳細資 料)	Reason for Leaving 離職原因
	From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年			
				Monthly Basic Salary 每月基本工資: \$ _____ x _____ mths 月 Allowance 津貼: \$ _____ x _____ mths 月	
				Monthly Basic Salary 每月基本工資: \$ _____ x _____ mths 月 Allowance 津貼: \$ _____ x _____ mths 月	
				Monthly Basic Salary 每月基本工資: \$ _____ x _____ mths 月 Allowance 津貼: \$ _____ x _____ mths 月	
				Monthly Basic Salary 每月基本工資: \$ _____ x _____ mths 月 Allowance 津貼: \$ _____ x _____ mths 月	
				Monthly Basic Salary 每月基本工資: \$ _____ x _____ mths 月 Allowance 津貼: \$ _____ x _____ mths 月	

5. OTHER RELEVANT EXPERIENCE (In reverse chronological order, list the most recent one first)  
其他相關經驗 (請按時間之先後次序排列，並先排列最近的資料)

Organization 機構/團體	Date 日期		Nature of Experience 經驗性質
	From 由	To 至	

6. SKILLS (Please “✓” and provide details as appropriate)  
特別技能 (請於適當位置填上“✓”)

☐ Computer Software Knowledge  
電腦軟件應用

☐ Others  
其他

7. OTHERS 其他	
Have you ever been arrested or convicted of crime in Hong Kong or overseas? 閣下曾否在香港或外地之法庭被判有罪？	Yes 是 / No 否 *
Have you ever been declared bankrupt or currently entered into any compositions with creditors or has any bankruptcy/individual voluntary arrangement order made against you in Hong Kong or overseas, and that no petition is outstanding? 閣下曾否在香港或外地申請破產或正進行破產程序或債務重組？	Yes 是 / No 否 *
Do you have relatives or friends working in our agency? 閣下是否有親屬或朋友在本機構任職？	Yes 是 / No 否 * If yes, please provide the below information 如是請提供以下資料： Name 姓名: _____ Relationship 關係: _____
If you are hired by our Agency / Employer, will you still engage any employment in other organizations? 閣下如受本處聘用，會否仍然出任其他機構 / 僱主之工作？	Yes 是 / No 否 * If yes, please provide the below information 如是請提供以下資料： Name of Company/ Employer 機構/僱主名稱: _____ Post 職位名稱: _____ Working hour per week 每週工作時數: _____  Please declare whether there is any direct or indirect conflict of interest arising from your employment in other organization(s) and your duty in our Agency 請申報在同時履行本處及其他機構之工作時，會否引起直接或間接利益衝突: Yes 是 / No 否 *
How did you know of this vacancy? *Online Job Portal / Friends / Relatives / Agency / Others, please specify _____ 閣下從什麼渠道得知本機構招聘員工？*求職網站 / 朋友 / 親屬 / 職業介紹所 / 其他，請詳述 _____	

8. Supplementary Information 補充資料 (可在此列出未能於本表其他欄位填寫之資料)
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9. REFERENCE (Please provide details of two referees who should be your direct manager from your former or present employer. The Company will not contact these referees without your prior consent) 諮詢人 (請提供兩位前僱主或現任僱主之直屬上司的資料作諮詢用途。如沒有閣下之明示同意，本公司將不會聯絡下列之諮詢人。)					
Name 姓名	Title and Company 職位及公司名稱	Contact No. 聯絡電話號碼	Relationship 關係	Length of Acquaintance 認識年期	Email Address 電郵地址

10. DECLARATION 申請人聲明	
I declare that the information given by me in this application form is complete and accurate and to the best of my knowledge. Any misrepresentation or deliberate omission of any fact by me will sufficiently lead to subsequent withdrawal of employment offer or summary dismissal without any compensation whatsoever if I am eventually appointed by the Agency.  I also hereby agree and authorize the Agency to conduct reference check from all / any of my above referees for recruitment and selection purpose.  本人謹聲明以上資料全部正確及為本人所知的全部。同時明白如有虛報資料或隱瞞資料，本機構有權取消聘用本人，或即時解僱本人而無須作任何補償。  本人並且同意及授權本機構向上述諮詢人進行諮詢以作招聘及篩選用途。  Applicant's Signature : _____ Date : _____ 申請人簽署 日期	

機密文件  
Confidential

諮詢人授權書  
Reference Check Consent Form

本人\_\_\_\_\_ (姓名)，香港身份證號碼：\_\_\_\_\_，現  
授權循道衛理楊震社會服務處向本人在職位申請表上所填報的諮詢人，查詢本人的  
工作及品格紀錄；而本人亦授權上述諮詢人向循道衛理楊震社會服務處披露有關資  
料。

I, \_\_\_\_\_ (Applicant's name), HKID No. \_\_\_\_\_,  
authorize Yang Memorial Methodist Social Service to obtain from the referee(s)  
stated on my employment application form to release my personal information  
regarding my employment and conduct for the assessment of my job application.

日期 Date:

\_\_\_\_\_

簽名 Signature:

\_\_\_\_\_