

Application Form

I. Personal Data

Name: (English) _____ (Chinese) _____

Date of Birth: _____ HKID: _____

Nationality: _____

Address: _____

Telephone: (Home) _____ (Mobile) _____

Marital Status: _____ Sex: M / F

II. Education (Please attach a copy of certificate)

Date	Name of University/ College/ School	Level	Certificate obtained
From To			
From To			
From To			
From To			

III. Professional Qualification (Please attach a copy of certificate)

Date	Name of University/ College/ School	Level	Certificate obtained
From To			
From To			
From To			

IV. Employment History

Date	Company Name	Position	Salary	Scope of responsibility
From To				
From To				
From To				
From To				

V. Skill (Please ✓ if appropriate)

		Fluent	Good	Fair	Average
Language	Cantonese				
	Mandarin				
	English				
	Others: _____				
Computer	MS Word				
	MS Excel				
	MS PPT				
	Chinese typing				
	ERP				
Others					

VI. Reference:

Name of referring person	Position/ Company	Relation/ Years of acquaintance	Telephone	Notes

VII. Please list 2 major achievements that you have made in your previous job.

VIII. Current Salary: _____

IX. Expected Salary: _____

X. Availability: _____

Personal Declaration:

I would like to confirm what I have written in the above application form has been truthful. I will take the consequences if there is difference from what I have confirmed as above.

Signature: _____ Date: _____