



**The American Club
Hong Kong**

Employment Application

申請職位
POSITION APPLIED FOR : _____

要求薪金
EXPECTED SALARY : _____

上班日期
AVAILABILITY : _____

For Official Use Only	
Date Join	
Staff No.	
PR Form	Yes / No
Reference Check	Yes / No
Medical Report	Yes / No

個人資料

PERSONAL PARTICULARS

姓名 (英文) NAME: (IN ENGLISH)		姓名 (中文) (IN CHINESE)	
出生日期 (月/日/年) DATE OF BIRTH: (MM/DD/YY)		香港永久居民 * 是 / 否 HK PERMANENT RESIDENT YES / NO	
性別 * 男 / 女 SEX: * Male / Female		若不是香港永久居民, *工作 / 受養人簽證的到期日為: IF NOT, EXPIRY DATE OF *WORKING / DEPENDANT VISA:	
國籍 NATIONALITY:		_____	
住址 HOME ADDRESS:			
聯絡電話 (住宅) TELEPHONE: (HOME)		(手機) (MOBILE)	
電郵地址 EMAIL ADDRESS:			

任職記錄 (由最近之工作記錄開始)

EMPLOYMENT HISTORY (Starting from latest job)

公司名稱 NAME OF COMPANY	受聘職位 POSITION HELD	由 FROM (月/年) (MM/YY)	至 TO (月/年) (MM/YY)	薪金 SALARY	工作範圍 JOB DESCRIPTION	離職原因 REASON OF LEAVING

* 請將不適用者刪去 Please delete whichever inappropriate

教育
EDUCATION

學校 / 學院 INSTITUTION	修讀課程 COURSE OF STUDIES	由 (月/年) FROM (MM/YY)	至 (月/年) TO (MM/YY)	修獲證書 / 認可資格 CERT. / QUALIFICATION ATTAINED

專業資格或訓練
PROFESSIONAL QUALIFICATIONS / TRAINING

證書 / 課程名稱 CERTIFICATE OBTAINED / COURSE TITLE	考取 / 畢業日期 DATE ACHIEVED	頒發 / 訓練學院 INSTITUTES

語言能力 (請在適當之方格上加 “√”)
LANGUAGES PROFICIENCY (Mark with an “√” where appropriate)

語言 LANGUAGE	聽力 LISTEN			會話 SPOKEN			閱讀 READING			書寫 WRITTEN		
	良好 GOOD	普通 FAIR	略懂 BASIC	良好 GOOD	普通 FAIR	略懂 BASIC	良好 GOOD	普通 FAIR	略懂 BASIC	良好 GOOD	普通 FAIR	略懂 BASIC
英語 ENGLISH												
粵語 CANTONESE												
其他 OTHERS												

康樂、嗜好及興趣 (請在適當之方格上加 “√”)
RECREATION, HOBBIES & INTERESTS (Mark with an “√” where appropriate)

- | | | |
|---|---|---|
| <input type="checkbox"/> 排球 Volley Ball | <input type="checkbox"/> 器械操 Gymnastics | <input type="checkbox"/> 棋類 Chess |
| <input type="checkbox"/> 乒乓 Ping Pong | <input type="checkbox"/> 網球 Tennis | <input type="checkbox"/> 跳舞 Dancing |
| <input type="checkbox"/> 足球 Football | <input type="checkbox"/> 田徑 Track and field | <input type="checkbox"/> 唱歌 Singing |
| <input type="checkbox"/> 籃球 Basketball | <input type="checkbox"/> 游泳 Swimming | <input type="checkbox"/> 攝影 Photography |
| <input type="checkbox"/> 其他 Others: _____ | | |

諮詢人 (親屬除外)**REFEREES (Apart From Relatives)**

姓名 NAME	職業 OCCUPATION	相識年數 YEARS KNOWN	地址 ADDRESS	電話 TELEPHONE NO.

其他資料**OTHER INFORMATION**

1.	閣下曾否因品行或工作表現不妥而被僱主解僱? HAVE YOU EVER BEEN DISMISSED BY AN EMPLOYER BECAUSE OF YOUR CONDUCT OR PERFORMANCE?	* 是 / 否 YES / NO
2.	可否向曾受僱之僱主聯絡諮詢? SHALL WE CONTACT YOUR PERVIOUS EMPLOYERS FOR REFERENCE?	* 是 / 否 YES / NO
3.	閣下是否認識任職本會之員工? DO YOU KNOW ANY EMPLOYEE OF OUR CLUB?	* 是 / 否 YES / NO 如是, 員工姓名: _____ If Yes, Name of Staff: _____
4.	你從哪個途徑得悉本職位空缺? WHICH RECRUITMENT CHANNELS YOU REALIZED FROM THIS JOB VANCANCY? <input type="checkbox"/> CLASSIFIED POST.COM <input type="checkbox"/> CAREERTIMES.COM <input type="checkbox"/> JOBSDB <input type="checkbox"/> 勞工處 LABOUR DEPARTMENT <input type="checkbox"/> 才庫 <input type="checkbox"/> 美國會網頁 <input type="checkbox"/> 聯校就業資料庫 <input type="checkbox"/> 親友 RECRUIT AMERICAN CLUB WEBSITE JIJS RELATIVES AND FRIENDS <input type="checkbox"/> 其他 OTHERS: _____	

聲明**DECLARATION**

本人現聲明有關職位申請書上所填寫之一切資料, 全部屬實, 如有砌詞訛騙者, 願受美國會所即時解僱之處分。
本人同時從未因刑事案件在法庭定罪。

本人同意授權美國會所查詢本人提供的以上資料。

申請人之個人私隱條文

- 任何申請美國會所職位並填寫在職位申請書之個人資料, 只供評估用途。
- 您的個人資料只供對您的申請有關之人士使用。
- 您將會接獲通知有關申請結果, 如未獲聘任者, 您的職位申請書將於完成招聘過程後三個月被毀掉。

I hereby declare that all information provided in this application is true and correct. Any misrepresentation or false statement in respect thereof will result in summary dismissal of my employment with The American Club without any compensation whatsoever. I also declare that I do not have any criminal record against me.

I hereby authorize The American Club to inquire information in relation to the above.

Statement on Personal Data Privacy for Applicants

- Any personal data, which you enter on the application form in relation to your application for employment with the Club, will be used only for the assessment of your application.
- Your personal data will be disclosed only to those who have a legitimate interest in your application.
- You will be notified of the result of application, if you are unsuccessful, your application form will be destroyed three (3) months after the completion of the recruitment process.

申請人簽署

Applicant's Signature: _____

日期

Date: _____

* 請將不適用者刪去 Please delete whichever inappropriate