



**The American Club
Hong Kong**

Employment Application

PHOTO

申請職位
POSITION APPLIED FOR : _____

要求薪金
SALARY : _____

**個人資料
PERSONAL PARTICULARS**

姓名 NAME:	中文 (IN CHINESE)	年齡 AGE:
出生日期 / 地點 PLACE / DATE OF BIRTH:	性別 SEX:	
國籍 NATIONALITY:	香港身份證 / 護照號碼 HKID / PASSPORT NO:	
住址 HOME ADDRESS:		
聯絡電話(住宅) TELEPHONE: (HOME)	(手機 / 傳呼機) (MOBILE / PAGER)	

**可選擇
OPTIONAL**

體重 WEIGHT:	身高 HEIGHT:			
婚姻狀況 MARITAL STATUS:				
家庭狀況 FAMILY DATA:				
姓名 NAME	與申請人關係 RELATIONSHIP	職業 OCCUPATION	年齡 AGE	住址 ADDRESS

**教育
EDUCATION**

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

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	至 TO	薪金 SALARY	工作範圍 JOB DESCRIPTION	離職原因 REASON OF LEAVING

語言 (請在適當之方格上加“√”)

LANGUAGES (Mark with an "√" where appropriate)

語言 LANGUAGE	聽力 LISTEN			會話 SPOKEN			閱讀 READING			書寫 WRITTEN		
	好 GOOD	平 FAIR	差 POOR	好 GOOD	平 FAIR	差 POOR	好 GOOD	平 FAIR	差 POOR	好 GOOD	平 FAIR	差 POOR
英語 ENGLISH												
粵語 CANTONESE												
其他 OTHERS												

其它技能及能力

OTHER SKILLS & ABILITIES

請簡單地說明與申請職位有關之技能及能力

PLEASE GIVE BRIEF DESCRIPTION OF SKILLS & ABILITIES POSSESSED WHICH IS RELEVANT TO THE POSITION YOU ARE APPLYING FOR.

1.

2.

3.

4.

健康狀況**HEALTH CONDITION**

閣下現時是否患有任何疾病？

ARE YOU PRESENTLY SUFFERING OR HAVE YOU EVER SUFFERED FROM DISEASES?

如是請述之：

If yes, please describe:

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諮詢人**REFEREES**

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

其它資料**OTHER INFORMATION**

1. 上工日期？ WHEN WILL YOU BE AVAILABLE?	
2. 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?	
3. 可否向曾受僱之僱主聯絡諮詢？ SHALL WE CONTACT YOUR PREVIOUS EMPLOYERS FOR REFERENCE?	
4. 閣下是否認識任職本會之員工？ DO YOU KNOW ANY EMPLOYEE OF OUR CLUB?	
5. 如遇急事請通知： IN CASE OF EMERGENCY, NOTIFY: (NAME)	(與申請人關係) (RELATIONSHIP)
地址 (ADDRESS)	電話 (TELEPHONE)

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過往之任職記錄。

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 for my past employment.

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: _____