



HONG KONG AVIATION GROUND SERVICES LIMITED
香港航空地面服務有限公司

Employment Application Form
申請職位表

機密文件

STRICTLY CONFIDENTIAL

Note: You may choose not to provide information for items marked with (*) and failure to supply such information will not influence the outcome of your application.

申請職位名稱 Position Applied for			
申請所屬公司 Company Applied for	HONG KONG AVIATION GROUND SERVICES LIMITED 香港航空地面服務有限公司		
要求薪酬 Salary Expected		到任日期 Date Available	

近照 * photo

甲部 Section A

個人資料 Personal Particulars

英文姓名
Name In English _____
姓氏 Surname 名字 Other Names

中文姓名
Name in Chinese _____

香港身份證號碼
Hong Kong Identity Card No. _____

護照/旅行證件號碼
Passport/Travel Document No. _____

簽發機構
Issuing Authority _____

你是否擁有香港居留權?
Do you have right of abode in Hong Kong? 是 否

住址
Residential Address _____

地區
District _____

香港 九龍 新界
H.K. Kln. N.T.

通訊地址 (如與上址不同)
Correspondence Address _____
(if different from the above address)

香港 九龍 新界 電郵
H.K. Kln. N.T. E-mail Address _____

日間聯絡電話/手提電話
Daytime Contact Tel./Mobile No. _____

住所電話
Residential Tel. _____

出生日期* 出生地點 婚姻狀況*
Date of Birth* _____ Place of Birth _____ Marital Status* _____

緊急事故聯絡人/關係
Emergency Contact Person/Relationship _____

聯絡電話
Contact Tel. No. _____

**教育程度 (按接受教育的日期順序列出)
Education (In Chronological Order)**

就讀日期 (日/月/年) Date (Day/Month/Year)		曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	就讀班級 Class Attended/Attending	上課方式 (例如: 全日制) Mode of Attendance (e.g. Full-time)
由 From	至 To			

專業資格(按獲取日期順序列出) Professional Qualification (In Chronological Order)			
持有的專業資格 Professional Qualification	頒發機構全名 Full Name of Issuing Authority	所達到/將達到的程度 Level Attained/ Level to be Attained	獲取/將獲取資格的日期 (日/月/年) Date Obtained/Date to be Obtained (Day/Month/Year)

工作經驗(請順序列出) Employment History (In Chronological Order)						
日期(日/月/年) Date (Day/Month/Year)		機構名稱 Name of Firm	職位 Position Held	工作性質 Nature of Work	離職原因 Reason for Leaving	月薪 Monthly Salary (列明貨幣 State Currency)
由 From	至 To					

其他技能 Other Skills	
專門性技能 Technical Skills	能操語言 Languages
其他 Others	

推薦人 Referee				
姓名 Name	機構 Name of Firm	職位 Position Held	聯絡地址 Correspondence Address	聯絡電話 Tel No.

乙部 Section B

1. 你是否有任何親屬或朋友受僱於本公司？
Are any of your family members or friends employed by our company? 是Yes 否No
- 如有，請列明詳情
If yes, please give details _____
2. 你是否有任何親屬受僱於與本公司業務性質相同的機構？
Are any of your family members employed by a business which is a direct competitor of our organisation? 是Yes 否No
- 如有，請列明詳情
If yes, please give details _____
- **3. 你曾被香港或香港以外的法庭判定有罪？
Have you ever been found guilty of an offence in a court of law? 是Yes 否No
- 如有，請列明詳情
If yes, please give details _____
- **4. 你在前僱主任職期間，曾否有任何違反紀律的紀錄？
Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers? 是Yes 否No
- 如有，請列明詳情
If yes, please give details _____
5. 你從哪種途徑得知本公司職位空缺？請選擇。
How did you learn about our company vacancy?
- | | | | | | |
|---------------------------------|---------------------------------------|-------------------------------|--|--|---|
| JobsDB <input type="checkbox"/> | Career Times <input type="checkbox"/> | SCMP <input type="checkbox"/> | 聯校就業資料庫 JIJIS <input type="checkbox"/> | 公司網頁 <input type="checkbox"/> | 招聘會 <input type="checkbox"/> |
| 勞工處 <input type="checkbox"/> | 朋友介紹 <input type="checkbox"/> | 其他 (請註明) _____ | | Company Website <input type="checkbox"/> | Recruitment Fair <input type="checkbox"/> |
| Labour Dept | Friends | Others (Please Specify) | | | |

** 與公眾安全有關之職位申請，申請人必須填寫這項。
Must be filled by a prospective employee seeking a job directly related to public safety.

Personal Information Collection Statement 個人資料收集

1. 此申請表格上收集之個人資料將予香港航空地面服務有限公司作為招聘有關用途。
The personal data collected in this application form will be used by Hong Kong Aviation Ground Services Limited for recruitment proposes.
2. 註有(*)之個人資料項目,均可選擇填寫與否。反之,若不能提供所需資料,將會影響招聘過程及結果。
申請人所提供的資料將予保密及只作招聘有關職位用途,公司將保留所有申請不多於一年,其後將被銷毀。本公司在甄選過程中均採取平等機會處理所有職位申請,絕不會因種族、性別、殘疾或家庭崗位構成任何歧視。
Supply of information for items marked with (*) is voluntary and will not influence the outcome of your application. However, items that are not marked with (*), or otherwise stated to be mandatory, are mandatory for selection purposes and failure to provide these information may influence the outcome of your application.
Information collected will be treated in strict confidence and used solely for recruitment purpose. The Company will retain all applications no longer than 1 year of which will be destroyed thereafter. We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process.
3. 根據個人資料私穩條例,閣下有權向敝公司之人力資源部要求更正與閣下之職位申請有關之個人資料。
Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please contact our Human Resources Department.

Declaration 聲明

本人確認本申請表內所填各項皆屬事實,本人並明白如有任何虛報將導致即時解僱而不獲任何補償之處分。本人已細閱並明白此聲明。

I declare that the statements made by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in summary dismissal without any compensation. I have read and understand this agreement.

簽署 Signature _____

日期 Date _____