**JOB APPLICATION FORM – NON TEACHING STAFF**

**職位申請表格**

|  |  |
| --- | --- |
| **POST APPLIED FOR 申請職位** |  |

1. **Personal Details 個人資料**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name in English  英文姓名 |  | |  | | Name in Chinese  中文姓名 |  | |
| Date of Birth  出生日期 |  | | Place of Birth  出生地點 | |  | Sex  性別 |  |
| HKID Card No.  香港身份証 |  | | Nationality  國籍 | |  | Province  籍貫 |  |
| Home Address  住址 |  | | | | | | |
| Mobile Phone  手機號碼 |  | Home Phone  住址電話 | |  | | Email Address  電郵地址 |  |
| Marital Status  婚姻狀況 | Single/Married/Divorce  未婚 / 已婚 / 離婚 | Name of Spouse  配偶姓名 | |  | | | |

1. **Education 學歷**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School  學校名稱 | Dates Attended  就讀日期 | | Standards Reached &  Certificates Obtained  程度及文憑名稱 |
| From 由 | To 至 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Language 語言能力**

|  |  |
| --- | --- |
| Spoken Language 所說語言／方言 | Written Words 所讀文字 |
|  |  |
|  |  |

1. **Previous Employment 以往就業詳情**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Date of Employment | |  |
| Name of Employer  僱主名稱 | Position Held  職位 | From  由 | To  至 | Reason for Leaving  離職原因 |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **Present Employment 現時工作**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present Job  現職 | Present Employer  現職僱主 | Address of Present Employer  現職地址 | Present Salary  現職新金 | Working Hours  工作時間 |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Other Qualifications and Special Skills 其他資歴及專長** (e.g. Driving Licence, First Aid Certificate, Cultural/Sporting Interests etc.)（例如：持有駕駛執照､急救証書､各種文娛興趣等）

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1. **Names, address, telephone/fax number of two Referees (to whom we can refer to in confidence)**

**請提供兩名推薦人資料**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name 姓名 |  | | | Position 職位 | |  | |
| Address 住址 |  | | | | | | |
| Telephone 電話 |  | Fax 傳真 |  | | Email 電郵 | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name 姓名 |  | | | Position 職位 | |  | |
| Address 住址 |  | | | | | | |
| Telephone 電話 |  | Fax 傳真 |  | | Email 電郵 | |  |

**8. Expected Salary 要求待遇**

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| --- | --- | --- | --- |
| Expected Salary 要求待遇 |  | Date Available to Commence Work 可上工日期 |  |

**9. Health**

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| --- |
| Candidate is a non-smoker 申請人是不抽煙的人: 🞏Yes 是 🞏No 否  Do have a medical condition of any kind which could potentially make it difficult for you to complete in two year contract? 您是否可能潛在某健康狀況，使您很難完成兩年的合同？ 🞏Yes 是 🞏No 否  If yes, please specifly 有的請說明 |

**Signed 簽署 :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date 日期:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_