

## 職位申請表 Employment Application Form

申請職位:

Position Applied

申請人姓名 (中文):

Applicant's Name in Chinese

申請人姓名 (英文):

Applicant's Name in English

近照  
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### 收集個人資料聲明 DECLARATION OF COLLECTING PERSONAL DATA

此職位申請表所收集之個人資料乃新渡輪服務有限公司用作招聘用途，閣下所有提供之資料將會絕對保密。如未能提供此等資料，你的申請處理可能會受影響。申請人如不獲聘用，其資料將保留不超過兩年，並作為日後有關招聘事宜聯絡之用。

根據《個人資料(私隱)條例》，閣下有權要求查閱及更正你在申請表上所填報的個人資料。如欲行使這項權利，請以書面形式向人力資源部申請。

The personal data collected in this application form will be kept in strict confidence and used by Sun Ferry Services Company Limited for employment purposes only. Failure to provide any of the data may affect the processing and outcome of the application. Unsuccessful applicants' data will be retained for a maximum period of two years and may keep for contact in future regarding recruitment.

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 Human Resources Department in writing.

### 聲明 DECLARATION

本人明白並且同意以上提及的《收集個人資料聲明》。本人僅此聲明，就本人所知，申請表內所填報的資料均為真確無誤。本人亦明白，填報任何虛假或誤導性的資料，可導致被取消申請資格或受聘後遭撤職。I understand and accept above mentioned DECLARATION OF COLLECTING PERSONAL DATA. I declare that all information given in this form is true and correct. I understand that if I wilfully give any false statement and misleading information, I shall render myself liable to disqualification for employment by the Company or to summary dismissal if I was already appointed to the service of the Company.

申請人簽署 Applicant's Signature

日期 Date

**A. 工作期望 Job Expectation**

期望薪金: \_\_\_\_\_ 可到職日期: \_\_\_\_\_  
 Expected Salary \_\_\_\_\_ Date of Available \_\_\_\_\_

**B. 個人資料 Personal Particulars**

身份證號碼: HKID Card No.		性 別: Gender	
出生日期: Date of Birth		住所電話號碼: Residential Tel. No.	
手提電話號碼: Mobile Phone No.		電郵地址: Email Address	
住 址: Residential Address			

**C. 教育背景 Education and Academic Qualifications**

(請由最近之學歷開始填寫 Please state in reverse chronological order)

由 From (MM/YY)	至 To (MM/YY)	教育程度 Education Level	學校名稱 Name of School/Institution	考獲學位/證書/資格 Qualification Attained	HR Verify

**D. 專業資格 Professional Qualifications**

(請由最近獲取之專業資格開始填寫 Please state in reverse chronological order)

學會/專業機構名稱 Name of Association/Professional Institution	所獲得資格/程度 Qualification Attained	頒授年份 Year Conferred	HR Verify

E. 工作經驗 Working Experience (請由最近之工作經驗開始填寫 Please state in reverse chronological order)						
由 From (MM/YY)	至 To (MM/YY)	工作機構/僱主名稱 Name of Organization/ Employer	最後職位 Last Position	每月薪金 Monthly Salary (HK\$)	離職原因 Reason for Leaving	HR Verify
					在職證明 Employment Proof <input type="checkbox"/> 有 Y <input type="checkbox"/> 沒有 N	
					在職證明 Employment Proof <input type="checkbox"/> 有 Y <input type="checkbox"/> 沒有 N	
					在職證明 Employment Proof <input type="checkbox"/> 有 Y <input type="checkbox"/> 沒有 N	
					在職證明 Employment Proof <input type="checkbox"/> 有 Y <input type="checkbox"/> 沒有 N	

F. 語言能力 Language (請在適當空格內“√”出 Please put a “√” in the appropriate box)									
可操作語言 Language(s) Used		語言能力自我評估 Self-Assessment							
		口語 Spoken				書寫 Written			
		好 Good	普通 Fair	差 Poor	不適用 N/A	好 Good	普通 Fair	差 Poor	不適用 N/A
中文 Chinese	廣東話 Cantonese								
	國語 Pu Tong Hua								
English 英文									
其它 (如有) Others (if any)									

G. 技能 Skills	
電腦軟件 Computer	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Others 其他 _____
懂游泳嗎? Can you swim? 適用於船上職位及碼頭水手 Applicable for the positions of vessel and Ropeman in the pier	<input type="checkbox"/> Yes, I can. 是, 我懂得 <input type="checkbox"/> No, I can't. 不, 我不懂得 Plan to learn in _____ (M/Y) 計劃於 _____ (月/年)學習
其它(如有) Others (if any)	

H. 其它資料 Other Information	
閣下是否認識親友於本公司工作? Do you know any friend(s) or relative(s) employed by our Company?	
<input type="checkbox"/> 是 Yes	
姓名 Name:	職位 Position:
	關係 Relationship:
<input type="checkbox"/> 否 No	
閣下曾否受僱於本公司? Have you ever been employed by the Company?	
<input type="checkbox"/> 是 Yes	
職位 Position:	離職年份 Year of Leaving:
離職原因 Reason for Leaving: <input type="checkbox"/> 辭職 Resignation <input type="checkbox"/> 終止受僱 Termination <input type="checkbox"/> 其它 Other	
<input type="checkbox"/> 否 No	
閣下目前是否存在任何勞動合同糾紛? Is there any dissension in your former labour contract?	
<input type="checkbox"/> 是 Yes. 請說明 Please specify:	
<input type="checkbox"/> 否 No.	
閣下是否現在或曾經被裁定或控干犯任何罪行或涉及任何民事訴訟? Have you ever been convicted or accused of any criminal offence?	
<input type="checkbox"/> 是 Yes. 請說明 Please specify:	
<input type="checkbox"/> 否 No.	
閣下從何得知此職位空缺? How do you know about this job opening?	
<input type="checkbox"/> 招聘廣告 Job Advertisement ( ) <input type="checkbox"/> 推薦人 Referral ( )	
<input type="checkbox"/> 新渡輪網站 Sun Ferry Website <input type="checkbox"/> 其它 Others ( )	
<input type="checkbox"/> 勞工處 Labour Department	

申請人簽署 Applicant's Signature

申請日期 Application Date