

新渡輪服務有限公司
Sun Ferry Services Company Limited

Employment Application Form

職位申請表

Position Applied For 申請職位

PHOTO
相片

Name of Applicant 申請人姓名

In English

英文

In Chinese

中文

Important Notes to Applicants 注意事項

Please read the following carefully before you fill in the application form:

填寫此職位申請表格前請細心閱讀下列各點:

本公司會將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位。申請表中的項目是挑選合適人選所必須考慮的資料。求職者如不提供此等資料，會對申請的處理及結果有所影響。本公司的政策是為日後的招聘活動保留落選者的個人資料一年。如本公司的附屬或聯營機構在此期間出現職位空缺，本公司或會將你的申請轉交有關機構考慮。根據《個人資料(私隱)條例》，你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利，請聯絡人力資源部查詢。

The personal data collected in this application form will be used by our company to assess your suitability to assume the job duties of the position applied for. Personal data on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of one year. When there are vacancies in our subsidiaries or associate companies during that period, we may transfer your application to them for consideration of employment. 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 for further details.

I. For Non-permanent Hong Kong Resident 供非香港永久性居民填寫

- a. If you are currently in Hong Kong, what kind of visa have you obtained from the HKSAR Government?

台端如已在香港，所獲香港特區政府簽發之證件為：

☐ Employment Visa 工作簽證 ☐ Dependant Visa 家屬簽證 ☐ Others 其他 _____

Passport Number 護照號碼 _____ Issuing Country 簽發國家 _____

Visa Reference 簽證編號 _____ Visa Expiry Date 簽證到期日 _____

- b. I am eligible to take up part-time employment according to the legal requirement in HK.

本人根據法例規定已獲准在港從事兼職的僱傭工作：

☐ Yes 是 ☐ No 不是

For Office Use :

Application Received on: _____ Offer Appointment: _____

Interviewed on (date & time): _____ Arrange for _____

II. Personal Particulars 個人資料

Hong Kong Identity Card Number 香港身份證號碼	Date of Birth 出生日期 (DD/MM/YYYY) (日/月/年)
Residential Address 住址 	Residential Telephone No. 住所電話
E-mail Address (if any) 電郵地址	Mobile Phone No. 流動電話號碼

III. Education and Academic Qualifications 學歷

(In reverse chronological order 由最近期順序列出)

					For Office Use
Date 日期 (M/Y) (月/年)		Name of School/Institute/University 就讀學校/學院名稱	Course 課程	Qualifications Obtained 所得資格/文憑/學位	Copy Verified
From 由	To 至				

IV. Professional Qualifications 專業資格

(In reverse chronological order 由最近期順序列出)

			For Office Use
Name of Association / Professional Institution 學會 / 專業機構名稱	Qualification Attained, (if applicable) 獲取程度 / 資格 (如適用)	Year Conferred 頒授年份	Copy Verified

V. Working Experience 工作經驗

(In reverse chronological order 由最近期順序列出)

					For Office Use	
Date 日期 (M/Y) (月/年)		Name of Organization / Employer 工作機構 / 僱主名稱	Position Held 職位	Monthly Salary 每月薪金 (港幣)(HK\$)	Reason for Leaving 離職原因	Copy Verified
From 由	To 至					
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	
					Employment Proof 在職證明書 <input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No	

VI. Language 語言能力

Please put a “✓” in the appropriate box 請在適當空格內加“✓”出)

Language(s) Used 可操作語言		Your own Assessment 語文能力自我評估							
		Spoken 言談				Written 書寫			
		好 Good	普通 Fair	差 Poor	不適用 N/A	好 Good	普通 Fair	差 Poor	不適用 N/A
Chinese 中文	Cantonese 廣東話								
	Mandarin 國語								
English 英文									
Others (if any) 其他 (如有)									

VII. Skills 技能

Computer (if any) 電腦軟件 (如有)	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Powerpoint <input type="checkbox"/> Others 其他 _____	
Typing speed 打字速度	Chinese 中文 WPM 每分鐘字數 _____	English Characters 英文 WPM 每分鐘字數 _____
Can you swim? 懂游泳嗎? (Applicable for the posts in vessel and Ropeman 適用於船上職位及碼頭水手)	<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
Others (if any) 其他(如有)		

VIII. Other Information 其他資料

Do you know any friend(s) or relative(s) employed by our Company? 閣下是否認識親友於本公司工作? <input type="checkbox"/> Yes 是 姓名: _____ Position: 職位: _____ Relationship: 關係: _____ <input type="checkbox"/> No 無	
Have you ever been employed by the Company? 閣下曾否受僱於本公司? <input type="checkbox"/> Yes 是 Position 職位名稱: _____ Reason of Leaving: <input type="checkbox"/> 離職 Resignation <input type="checkbox"/> 終止受僱 Termination <input type="checkbox"/> 其他 Others _____ <input type="checkbox"/> No 無	
Have you ever been convicted of a criminal offence? (Optional) 閣下曾否因刑事案件被定罪? (可選擇不填寫) <input type="checkbox"/> Yes 是 Please state: 請註明: _____ <input type="checkbox"/> No 無	
How do you know about this job opening? 閣下從何得知此職位空缺? <input type="checkbox"/> Job Advertisement 招聘廣告 _____ <input type="checkbox"/> Referral 推薦人 _____ <input type="checkbox"/> Labour Department 勞工處 <input type="checkbox"/> Others 其他 _____	
SALARY EXPECTED 要求薪金 (HKD 港幣)	
NOTICE PERIOD 通知期	AVAILABLE DATE 可上班日期

Signature of Applicant

Date

申請人簽署 _____

日期 _____

For Office Use :

Job Title: _____ Medical check date (DD/MM/YYYY): _____

Medical Check Result: ☐ Fit ☐ Unfit

Processing HRO: _____