



## APPLICATION FOR EMPLOYMENT

### PERSONAL DETAILS

PLEASE PRINT IN BLOCK CAPITALS

Name \_\_\_\_\_  
Surname First Name Middle Name

Position Applying For \_\_\_\_\_ [ ] Full Time [ ] Temporary [ ] Part Time

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  
mm dd yr

Marital Status: [ ] Single [ ] Married [ ] Divorced [ ] Widowed [ ] Separated [ ] Male [ ] Female

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Honk Kong ID No. \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email; Address: \_\_\_\_\_

Were you ever arrested? Yes \_\_\_\_\_ No \_\_\_\_\_ Convicted? \_\_\_\_\_

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ College: \_\_\_\_\_

Did you Graduate: Yes [ ] No [ ] Year: \_\_\_\_\_ Did you Graduate: Yes [ ] No [ ] Year: \_\_\_\_\_

Major Subject Studied \_\_\_\_\_ Major Subject Studied \_\_\_\_\_

\_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_ Certificate: \_\_\_\_\_

### SKILLS

What Foreign Languages Can You Speak, Read and/or Write:

Language: \_\_\_\_\_ Spoken: \_\_\_\_\_ Written: \_\_\_\_\_ Reading: \_\_\_\_\_

Language: \_\_\_\_\_ Spoken: \_\_\_\_\_ Written: \_\_\_\_\_ Reading: \_\_\_\_\_

Language: \_\_\_\_\_ Spoken: \_\_\_\_\_ Written: \_\_\_\_\_ Reading: \_\_\_\_\_

Other work related skills: \_\_\_\_\_  
\_\_\_\_\_

### INTERESTS & HOBBIES

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Membership in Professional or Civic Organizations

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** Please give accurate, complete full-time/ part-time career history.

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Company Tel No: \_\_\_\_\_  
Monthly Salary: HK\$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Company Tel No: \_\_\_\_\_  
Monthly Salary: HK\$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Company Tel No: \_\_\_\_\_  
Monthly Salary: HK\$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Company Tel No: \_\_\_\_\_  
Monthly Salary: HK\$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Company Tel No: \_\_\_\_\_  
Monthly Salary: HK\$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**EXPECTED SALARY HK\$**

**Applicant's statement**

*I hereby affirm that the statements made in this application are true and understand that misrepresentation or omission of facts requested is cause for termination without notice from the employer of the Company. I hereby authorize investigation of all statements contained in this application.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_