

EMPLOYMENT APPLICATION 工作申請表

PLEASE COMPLETE EVERY ITEM IN BLOCK LETTERS 請用正楷填寫以下各項				黏貼相片 (恕不退還) RECENT PHOTOGRAPH (non-returnable)
Apply for 應徵部門		Position 應徵職位		
POSITION APPLIED 申請職位	1 st Choice 第一選擇	2 nd Choice 第二選擇	EXPECTED SALARY 希望待遇	

PERSONAL PARTICULARS 個人資料		E-MAIL:	
NAME IN CHINESE 中文姓名		NAME IN ENGLISH 英文姓名	
SEX 性別			
DATE OF BIRTH 出生日期	PLACE OF BIRTH 出生地	HEIGHT 身高	WEIGHT 體重
TELEPHONE NO. 電話號碼	MOBILE PHONE 行動電話	I.D. CARD NO./PASSPORT NO. 身份證字號/護照號碼	
HOME ADDRESS 地址			POST CODE 郵遞區號

FAMILY RECORD (Please mark with an "X" in the appropriate box) 家庭記錄 (請在適當空格內打 "X" 號)				
MARITAL STATUS 婚姻狀況	<input type="checkbox"/> SINGLE 未婚	<input type="checkbox"/> MARRIED 已婚	<input type="checkbox"/> WIDOWED 喪偶	<input type="checkbox"/> DIVORCED 離婚
SPOUSE 配偶	NAME 姓名	RELATIONSHIP 關係	AGE 年齡	NAME OF COMPANY 工作單位
PARENTS 父母				
CHILDREN OR BROTHERS & SISTERS 子女或兄弟姐妹				

RELATIVES OR FRIENDS, IF ANY, PRESENTLY EMPLOYED AT FOUR POINTS CHUNG HO 現在本飯店任職之親友			
NAME 姓名	DEPARTMENT 部門	POSITION 職位	RELATIONSHIP 關係

RECOMMENDER'S BACKGROUND (if applicable) 推薦人情況 (若有請填寫)		
NAME 姓名	EMPLOYER AND POSITION 工作單位及職務	RELATIONSHIP 關係

PERSONS TO BE CONTACTED IN CASE OF EMERGENCY 緊急聯絡人			
NAME 姓名	RELATIONSHIP 關係	ADDRESS 地址	TEL. NO. 電話

OTHERS (Please mark a "✓") 其他 (請於適當位置填上 "✓" 符號)	YES 是/有	NO 否	IF "YES". GIVE PARTICULARS 倘若答覆為"是", 請詳細說明之
Have you ever been arrested and convicted of a crime? 曾否被捕或被判罪?			
Have you ever been discharged from employment because your work/ conduct was not satisfactory? 曾否因工作不力或品行不佳而被解雇?			
Do you suffer any health problems that prevent you from performing your duties? 是否有任何健康問題會妨礙日常工作?			
Do you suffer any disabilities that prevent you from performing your duties? 是否有任何法定傳染病會妨礙日常工作?			
If shifting is required by business nature, can you accept shifting? 本公司採輪班制, 若工作單位屬輪班單位是否可以輪班?			
是否可於週末假日上班? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO If able to work on weekend and holidays?			是否可配合加班? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO If able to work overtime?
是否能配合公司需求出差? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO If able to travel for your job?			是否同意配合加班補休制度? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO If agree and accept taking compensation leave for overtime?
是否持有身心障礙證明文件? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 NO If holding handicap ID?			是否持有原住民族證件? If holding aboriginal ID >
MILITARY OBLIGATION <input type="checkbox"/> Complete 兵役狀況 <input type="checkbox"/> 役畢		<input type="checkbox"/> In-Complete 待役	<input type="checkbox"/> Dismissed 免/除役

DECLARATION 聲明	
<p>I confirm that these statements are true to the best of my knowledge and belief, and that any misrepresentation of facts could be a cause for dismissal. I also authorize any investigation of the above for purposes of verification. 本人工作申請表上所填之一切均屬真實及正確, 如有砌詞訛報者, 自願接受公司立即解雇之處分。本人並接受 貴公司調查上述資料之真實程度。</p>	
SIGNATURE OF APPLICANT 申請人簽字	CHINESE 中文 _____ ENGLISH 英文 _____
DATE 日期 _____	