GEARING ENTERPRISES LIMITED

POSITION APPLICATION FORM
職 位 申 請 表

CONFIDENTIAL
機密文件

POSITION APPLIED 申請職位名稱	EXPECTED SALARY 預期薪金	EARLIEST DATE AVAILABLE 最早可以上任日期
NAME IN ENGLISH 英文姓名　　NAME IN CHINESE 中文姓名	DATE OF BIRTH 出生日期	PASSPORT NO. / HKID NO. 護照／香港身份証號碼

Are you a permanent resident of the Hong Kong SAR ?
你是否香港特別行政區永久性居民？ ☐ Yes 是 ☐ No 否

If no, do you have a valid HKSAR working visa ?
若否，你是否持有有效的香港特別行政區之工作簽証？ ☐ Yes 是 ☐ No 否

CORRESPONDENCE ADDRESS 通訊地址	CONTACT PHONE NO. 聯絡電話

EDUCATION / ACADEMIC QUALIFICATION ATTAINED 學歷及資格 (Please state in chronological order 請按年序填寫)

NAME OF SCHOOL / INSTITUTE 學校／學院名稱	DATE 日期		HIGHEST CLASS / LEVEL 最高班級／程度	QUALIFICATION ATTAINED 考獲証書／資格	DATE ATTAINED 考獲日期
	FROM 由	TO 至			

TRAINING / PROFESSIONAL QUALIFICATION ATTAINED 技能訓練/專業資格

NAME OF SCHOOL / INSTITUTE 學校／學院名稱	QUALIFICATION / TYPE OF MEMBERSHIP ATTAINED 考獲資格／會員類別	DATE ATTAINED 考獲日期

SKILLS 技能

☐ PC Knowledge 電腦知識　　Please specify 請詳列 _____

☐ Driving 駕駛：　　Vehicle Classes 車輛類別 _____

☐ Language 語言 ： written 書寫 _____

spoken 會話 _____

Other relevant skills 其他有關技能

For the purpose of not to assign you to a position having relationship with relative, please complete the following if you have relative(s) working in the company :
如你有親屬於公司工作，請填寫此欄。此舉為避免閣下與親屬在工作崗位上有直轄關係。

NAME 姓名	NAME 姓名	DEPARTMENT (IF KNOWN) 部門〔如知悉〕

P. T. O. 轉後頁

EMPLOYMENT HISTORY 工作履歷 (Please state in chronological order 請按年序填寫)

DATE 日期		NAME OF COMPANY 工作機構名稱	POSITION 職位	SALARY, REASON OF LEAVING 薪金, 離職原因
FROM 由	TO 至			

Please give a brief account of your duties, responsibilities & significant achievements with your present / last employment.
請簡述你在現職／前任公司的工作、職責及主要成就

I confirm that the information provided by me in this Position Application Form is correct to the best of my knowledge and I realize that any wilful mis-statement or giving misleading information renders me liable to dismissal even after employment.
本人已據實填報所知資料，並明白倘有故意虛報或所報資料存有誤導成分，雖在聘任之後發現，仍會被解僱。

I understand that the information provided by me in this Position Application Form, and any information provided by my nominated referee(s) will be used by Gearing Enterprises Limited in considering my application for the abovementioned position.

If I am appointed by Gearing Enterprises Limited ("Gearing"), the information in this form will be added to Gearing's personnel records and will be used from time to time by Gearing in dealing with employment related matters.

本人明白此職位申請表內填報的資料，及由本人指定的諮詢人所提供的資料，會被機靈企業發展有限公司("機靈")於考慮本人申請上述職位之用。倘若本人受聘於機靈，上述資料會成為機靈的人力資源記錄，以備機靈作人力資源管理有關事宜之用。

Applicant's Signature 申請人簽名 _____ Date 日期 _____