



申請職位
Position Applied: _____

要求薪金
Expected Salary: _____

英文姓名
Name in English: _____

中文姓名
Name in Chinese: _____

香港身份證號碼
HK I/D Number: _____

電話
Telephone Number: _____

通訊地址
Residential Address: _____

電郵地址
E-mail Address: _____

從何得知此空缺?
How did you learn about the vacancy? _____

可入職日期
Date Available _____

學歷 Academic Qualifications

大學 / 中學 / 小學 University / College / School	From 由		To 至		取得資格 Qualifications Achieved
	M 月	Yr 年	M 月	Yr 年	

專業會籍 / 資格 Professional Qualifications

學會名稱 Institute	考獲資格 Attainments Level / Part	取得日期 Year Attained	會籍 / 資格 Membership / Qualification

語文程度 Language Proficiency

語言 Language Spoken

英語 English 粵語 Cantonese 普通話 Putonghua 其他 Others _____

其他資格 / 技能, 如電腦軟件、駕駛執照等。
Any other qualifications/skills, e.g. software, driving license, etc.

工作經驗 Employment History

機構 Organization	由 From	至 To	職位 Position	最後薪金 Last Salary	離職原因 Reason for Leaving

諮詢人

請提供一位非親屬之諮詢人的資料，諮詢人須熟悉申請人，以前任僱主或具專業資格人士為佳。

References

Give the information of a person other than relatives who knows you well and to whom reference may be made. Preference will be given to past employers or persons with professional qualifications.

姓名 Name	職業 Occupation	關係 Relation	電話 Telephone No.	地址 Address

其他資料 Additional Information

Yes No

閣下須否申請工作簽證？ Do you require an employment visa to work in Hong Kong?

閣下曾否被公司解僱？ Have you ever been discharged from employment?

若是，請詳述之。 If yes, please give reasons: _____

是否可向現在及前任之僱主查詢閣下之資歷和品格記錄？

May enquiry be made at your present/past employers regarding your qualifications and character?

若否，請詳述之。 If no, please give reasons: _____

閣下曾否在香港或其他地方就任何罪行被控或被定罪？

Have you ever been charged with or convicted of an offence in Hong Kong or elsewhere?

若有，請詳述之。 If yes, please give details: _____

閣下是否認識親友現職於本公司？

Do you know any person presently employed by the Jardine Engineering Corporation, Limited?

若有，請詳述之。 If yes, please give details: _____

姓名 Name: _____ 關係 Relationship: _____ 公司/職位 Company / Position: _____

聲明 Declaration

茲聲明以上所提供的一切資料，皆屬實情，於本人上任後如被查出上述聲明有虛構成份，公司方面得保留即時辭退本人之權力。

I declare that the information herein is true and complete to the best of my belief. If after engagement, it is found that any statement is false, I acknowledge that the Company reserves the right to terminate my service immediately.

本人同意公司運用本人所提供之上述資料以配合聘請之需要。

I agree that the personal data supplied can be used for the purpose of my application for employment or related activities in Jardine Matheson Group, its subsidiaries and / or associated companies.

Signature of Applicant 申請人簽署

Date 日期

All information on unsuccessful candidates will be deleted from our record within 12 months.
如應徵者不被取錄，本表格將於申請日起12個月內被銷毀。