

APPLICATION FOR EMPLOYMENT (FULL-TIME) 職位申請表 (全職)

Position Applied For 申請職位

Position Applied For

申請職位

Expected Monthly Salary:

每月薪金要求

If appointed, when will you report for duty:

如受聘, 何時可上班

Personal Particulars 個人資料

Name (in block letters): (English)

姓名 (正楷填寫)

(Chinese)

(中文)

Home / Correspondence Address*:

住宅/通訊地址*

E-mail address:

電郵

Tel No.: (Home)

電話號碼

(住宅)

(Mobile Phone)

手提電話

Do you need to apply for a work visa before you can work in Hong Kong?

你是否要申請工作簽證才可在香港工作?

Yes

是

☐

No

否

☐

* Delete as appropriate 將不適用者刪去。

Academic Qualifications (Please start with the latest qualification attained) 學歷 (請由現在或最近之學歷開始)

From (mm/yy) 由 (月/年)	To (mm/yy) 至 (月/年)	Secondary, Tertiary Institution & University 中學 / 專上學院及大學	Qualification Attained (with subjects & levels) 所獲資格 (列明科目及程度)	Date of Issue 頒授日期

Work Experience (Please start with the present or latest employment) 工作經驗 (請由現職或最近之職位開始填寫)

From (dd/mm/yy) 由 (日/月/年)	To (dd/mm/yy) 至 (日/月/年)	Employer 任職機構	Position 職位	Current / Last Monthly Salary & Allowance (Optional) 現時 / 離職時每月薪金 (可選擇填寫)	Reasons for Leaving 離職原因

Please illustrate the position of your present appointment in the organization 請詳細說明現職概況

Professional Qualifications (in reverse chronological order) 專業資格 (請倒序列出)

From (mm/yy) 由 (月/年)	To (mm/yy) 至 (月/年)	Title and Description 名稱及性質	Name of Organization 機構名稱	Date of Award (Month/Year) 頒授日期 (月/年)

Additional Information 額外資料

Have you ever been worked in BEAM Society Limited? 你曾否在本公司任職？

☐ No 否 ☐ Yes, please state 有，請列明:

Last Dept & Post
單位及職位

Employment Period
任職時期

Have you ever apply for any position in BEAM Society Limited in the past 6 months?

過去 6 個月內你有曾否申請本公司之職位？

☐ No 否 ☐ Yes, please state 有，請列明:

Have you ever been convicted of sexual offence or other criminal offence in Hong Kong or elsewhere, or whether involved in any ongoing criminal proceedings or investigation?

你曾否在香港或其他地方判定干犯性罪行或其他刑事罪行，或涉及任何在進行中的刑事訴訟或調查？

☐ No 否 ☐ Yes, please state 有，請列明:

How did you learn about our company vacancy? 你從哪種途徑得知本公司職位空？

☐ Job Boards / Newspaper 招聘網站/ 報章 (Please specify 請註明):

☐ Company Website 公司網頁

☐ Recruitment Fair 招聘會:

☐ Referral 員工介紹:

☐ Others (Please specify): 其他 (請註明):

Name:
姓名

Position/Department:
職位/部門:

Contract No.:
聯絡電話

Referees (Please provide non-relatives) 諮詢人 (請填寫非親屬)

(I)

Referee's Name: Relationship/Position:
諮詢人姓名: 關係/職位:

Name of Organization / School / Institute:
機構/學校/學院名稱:

Contact No.: Email:
聯絡號碼: 電郵:

(II)

Referee's Name: Relationship/Position:
諮詢人姓名: 關係/職位:

Name of Organization / School / Institute:
機構/學校/學院名稱:

Contact No.: Email:
聯絡號碼: 電郵:

Note to Applicants 申請人注意事項

The referee should be your present or last employer / supervisor / teacher, for which you have previously worked, and/or schools and education institutes which you have attended. Your friend and relative cannot act as your referee.

諮詢人必須是你現職或過往任職公司之僱主/上司，以及/或是你曾就讀之學校及學院之導師。你的親友不能作為你的諮詢人。

Declaration 聲明

I confirm that I have read and understood the policy statements of BEAM Society Limited on Personal Data Collection and Equal Opportunity. The information I supplied in this form and any attachment is complete and correct. If I fail to provide all relevant documents or be cooperative in procuring the same may result in the application not being processed. I understand that any willful misrepresentation or concealment of important information will render me liable to disqualification for employment, or to summary dismissal and criminal prosecution after being appointed.

本人已閱讀及明白建築環保評估協會有限公司之收集個人資料及平等機會聲明。本人於此申請表及向貴協會提供之其他資料，均完整無誤。若本人未提供或盡力取得所有相關資料，本人之申請可能不獲處理。本人明白，任何虛報或隱瞞重要事實之行為，會導致本人之申請不獲考慮，或於受僱後被即時解僱及刑事起訴。

Signature of Applicant: Date :
申請人簽署 日期

Personal Information Collection Statement for Job Applicants**BEAM Society Limited**

建築環保評估協會有限公司 收集職位申請人個人資料聲明

1. Personal Information Collection Statement**收集個人資料聲明****(a) Purpose 目的**

The personal data collected by BEAM Society Limited (the "Company") is for consideration of your recruitment application. Data on successful applicants will be kept as part of the Association's employee records.

建築環保評估協會有限公司 ("本公司") 收集閣下之個人資料是作為考慮閣下申請本局職位之用。獲接納之申請人資料將被納入本公司僱員紀錄中。

(b) Data User 資料使用

Only authorized personnel can access and use the data provided.

只有本公司授權人士方可查閱及使用閣下提供之資料。

(c) Retention of Data 資料儲存

Unsuccessful applications will be destroyed within 6 months upon the completion of the recruitment process. If we want to retain your application for more than six months for other recruitment purposes, your further consent will be sought.

本公司會於本次招聘程序完結後，保留申請者資料不多於六個月作其他招聘用途，其後會將申請人之資料銷毀。若本公司欲保留申請者資料多於六個月作其他招聘用途，將會徵求申請者的進一步同意。

(d) Data Correction 資料更改

Applicants who wish to request access to, and correction of, their personal data may write to the Human Resources Department of the Association.

申請人如欲查閱及更改所提供之個人資料，請以書面與本協會人力資源部聯絡。

2. Equal Opportunity Statement**平等機會聲明**

BEAM Society Limited is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacancy. All appointments are based on the candidates' working experience, competencies and qualifications regardless of their gender, age, race, disability, marital status or family status.

本協會為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本協會一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、年齡、種族、殘疾、婚姻狀況或家庭崗位而受影響。