



# HONG KONG AERO ENGINE SERVICES LIMITED

## 香港航空發動機維修服務有限公司

### Job Application Form 職位申請表

**CONFIDENTIAL 機密**

#### Personal Information Collection Statement pertaining to Recruitment

招聘方面的收集個人資料聲明

- Information provided in this application form will be treated in strict confidence and will be used to assess your suitability for the job applied and subsequent employment-related purposes. 求職者在本申請表填報的所有資料絕對保密。本公司會就所收集的個人資料，使用於評估你是否適合擔任所申請的職位，以及其他薪酬及福利事宜。
- All personal data of unsuccessful applicants will be retained for a maximum period of 1 year. 本公司會保留落選者的個人資料不超過一年。
- Please ensure that you have read HAESL's Personal Data Privacy Policy before filling up this application form. If you have any questions or comments regarding the processing of your personal data or the Policy, please contact our Data Privacy Officer. 填寫申請表前，請確實已閱讀本公司之《個人資料私隱政策》。如你對我們處理你個人資料的過程或對這政策有任何問題或意見，請與本公司資料私隱主任聯絡。

Recent Photo
近照

Position Applied 申請職位	
Salary Expected 要求薪金	Date Available 到職日期
Chinese Name 中文姓名	English Name 英文姓名
H.K. ID Card 身份證號碼	Mobile Phone No. 手提電話
Email Address 電郵地址	
Address (please complete in English) 地址 (必須以英文填寫)	

#### WORKING EXPERIENCE (Please latest record first) 工作經驗 (請由最近者先排)

Name Of Company 公司名稱	Starting 開始		Leaving 離職	M 月/Y 年		Reason For Leaving 離職原因
				From 由	To 至	
	Position 職位					
	Salary 薪酬					
	Position 職位					
	Salary 薪酬					
	Position 職位					
	Salary 薪酬					

#### SKILLS AND KNOWLEDGE 技能及知識

Language ability 語言能力	
Spoken 會話	<input type="checkbox"/> English 英文 <input type="checkbox"/> Cantonese 粵語 <input type="checkbox"/> Mandarin 普通話 <input type="checkbox"/> Others 其他 _____
Written 書寫	<input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> Others 其他 _____
Other Skills/ Knowledge 其他技能及知識	

**ACADEMIC & PROFESSIONAL QUALIFICATION (Please latest record first) 學歷及專業資歷 (請由最近者先排)**

Name of School / Institute 學校名稱	M 月/Y 年		Qualification Attended/To be Attended 考取或將考取資歷
	From 由	To 至	

**ADDITIONAL INFORMATION 其他資料**

a) Able to work night shift 可返夜更 (For Operations Staff 運作部門員工適用) <input type="checkbox"/> Yes 可以 <input type="checkbox"/> No 不可以
b) Where did you learn about this job vacancy? 閣下在哪裡得知此職位? <input type="checkbox"/> Job Advertisement 招聘廣告 ( please specify 請註明 _____ ) <input type="checkbox"/> Leaflet 傳單 <input type="checkbox"/> Job Fair 招聘展覽 <input type="checkbox"/> HAESL Website 港發網頁 <input type="checkbox"/> Staff Referral 員工介紹 (please go to <u>Question c</u> for giving required information 請於問題 c 提供所需資料 ) <input type="checkbox"/> Others 其他 ( please specify 請註明 _____ )
c) If you are referred by existing HAESL staff, please give details 如閣下是經港發員工介紹，請說明: Staff Name 員工姓名 _____ Staff No. 員工編號 _____
d) If you worked in HAESL / SWIRE Group associated companies before, please give details: 如閣下曾在港發或太古集團附屬公司工作，請說明: Company/Department 公司/部門 _____ Position 職位 _____ When 何時 _____
e) Please share your career goal, extra-curricular/leisure activities, hobbies 請分享你個人事業目標、課外/工餘活動、嗜好
f) If you have applied to HAESL before, please give details 如閣下曾申請本公司職位，請說明: Department 部門 _____ Position 職位 _____ When 何時 _____
g) If you been convicted of a crime, please give details 如閣下曾被判觸犯刑事罪行，請說明:
h) If you have relative(s) is/are employed by HAESL / SWIRE Group associated companies, please give details: 如閣下有親屬在本公司或太古集團附屬公司工作，請說明: Staff Name 姓名 _____ Relationship 關係 _____ Department 部門 _____ Position 職位 _____

**DECLARATION 聲明**

<p>I certify that the information contained in this application form is correct and consent to HAESL using any data stated in this form for selection purpose. I also realize that any falsification or misrepresentation in this form shall result in termination without payment in lieu of notice.</p> <p>本人証明此申請表內的資料全屬正確，並允許 貴公司使用申請表內任何資料作為招聘之用。如有任何虛報，本人願受解僱或處分而公司毋需以薪酬代替通知。</p> <p>I agree and authorize HAESL to make contact with any of my previous employers for my employment information. I further give consent to any of my previous employers to release the above mentioned information to HAESL.</p> <p>本人同意並授權 貴公司可向本人任何前僱主查詢有關本人受僱的資料，並同意本人的前僱主向貴公司提供上述資料。</p> <p>Signed 簽署 _____ Date 日期 _____</p>
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