ASL A member of the Teamtron Group

申請職位表
Employment Application Form

此申請表格上收集之個人資料將予自動系統集團有限公司 及 其有關附屬或關聯公司作為招聘用途。

The personal data collected in this application form shall be used by Automated Systems Holdings Limited ("ASHL"), its affiliates, subsidiaries, and/or associated companies ("Company") for recruitment purposes.

申請職位名稱 Job Title			近照 **Photo**
要求薪酬 Salary Expected		到任日期 Date Available	
招聘頻道 Recruitment Channel	☐ Internet: _____ ☐ Agency: _____ ☐ Referral By: _____		

註有(#)之個人資料項目, 均可選擇填寫與否。其餘個人資料項目是挑選合適入選者必須考慮的資料, 若不能提供所需資料將會影響招聘過程及結果。

Personal data marked with (#) on the application form are regarded as optional. Remaining personal data area regarded as mandatory for selection purposes, failure to provide may influence the processing and outcome of your application.

甲部 Section A

個人資料 Personal Particulars

英文姓名
Name In English _____ _____ _____

姓 Surname   名 Given names   別名 Alias (如有 If any)

中文姓名
Name in _____   香港身份證號碼
Hong Kong Identity Card No. _____

護照／旅行證件號碼
Passport/ Travel Document No. _____   簽發機構
Issuing _____
(適合無持有香港身份證人士)
(For those who do not hold HKID card)

你是否擁有香港居留權?
Do you have right of abode in Hong Kong?   ☐ 是 Yes   ☐ 否 No

\# 住址
Residential Address _____

_____

地區
District _____   ☐ 香港 H.K.   ☐ 九龍 Kln.   ☐ 新界 N.T.

聯絡電話
Telephone number _____

電郵
E-mail address _____

教育程度 (按最高學歷順序列出)
Education (from highest education level)

就讀日期 (日／月／年) Date (Day/Month/Year)		曾經／現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended / Attending	就讀班級 Class Attended/Attending	上課方式 (例如：全日制) Mode of Attendance (e.g. Full-time)
由 From	至 To			

專業資格（按獲取日期順序列出）
Professional Qualification (in chronological order)

持有的專業資格 Professional Qualification	頒發機構全名 Full Name of Issuing Authority	所達到／將達到的程度 Level Attained/ Level to be Attained	獲取／將獲取資格的日期 （日／月／年） Date Obtained/ Date to be obtained (Day/Month/Year)

工作經驗(請順序列出)
Employment History (in chronological order)

日期（日／月／年） Date (Day/Month/Year)		機構名稱 Name of Firm	職位 Position Held	工作性質 Nature of Work	月薪 Monthly Salary （列明貨幣 State currency)	獎金 ／ 佣金 Bonus / Commission
由 From	至 To					
離職原因 Reason for Leaving						
離職原因 Reason for Leaving						
離職原因 Reason for Leaving						
離職原因 Reason for Leaving						

其他技能
Other Skills

專門性技能 Technical Skills	能操語言 Languages
其他 Others	

推薦人
Referree (Please do not include relatives)

姓名 Name	機構 Name of Firm	職位 Position Held	聯絡地址 Correspondence Address	聯絡電話 Tel No.

乙部 Section B

1. 你是否有任何親屬或朋友受僱於本公司
   Are any of your family members or friends employed by our company?　　□ 是Yes　□ 否No
   如有，請列明詳情
   If yes, please give details　_____

2. 你是否有任何親屬受僱於與本公司業務性質相同的機構？
   Are any of your family members employed by a business which is a direct competitor of our company?　□ 是Yes　□ 否No
   如有，請列明詳情
   If yes, please give details　_____

3. **對於項目的要求，我們可以釋放你的簡歷到我們的潛在客戶/客戶？**
   For project requirement, may we release your resume to our prospective clients / customers?　□ 是Yes　□ 否No

**4. 你曾否被香港或香港以外的法庭判定有罪？
   Have you ever been found guilty of an offence in a court of law ?　□ 是Yes　□ 否No
   如有，請列明詳情
   If yes, please give details　_____

**5. 你在前僱主任職期間，曾否有任何違反紀律的紀錄？
   Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers?　□ 是Yes　□ 否No
   如有，請列明詳情
   If yes, please give details　_____

** 與公眾安全有關之職位申請，申請人必須填寫這項。
Must be filled by a prospective employee seeking a job directly related to public safety.

DECLARATION　聲明

1. 本人現聲明本人年滿十八歲或以上。
   I hereby declare that I am aged 18 years or above.

2. 本人同時確認本申請表內所填各項皆屬事實之全部及真確，本人並明白如有任何虛報將導致即時解僱而不獲任何補償。
   I further declare that the statements made by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in summary dismissal without any compensation.

簽署 Signature　_____　　日期 Date　_____

AUTOMATED ASL
A member of the Teamsun Group

Date:

TO WHOM IT MAY CONCERN

Letter of Consent on Personal Reference Check

I, _____, holder of Hong Kong Identity Card No# _____( ), hereby authorize Automated Systems (HK) Limited to contact my previous / existing employer(s) to solicit reference relating to my employment history, salary information and working performance for the purpose of my job application in Automated Systems (HK) Limited.

Applicant's Signature:_____   Date: _____