

# 職位申請表格

## Employment Application Form

一切資料絕對保密  
CONFIDENTIAL

請以正楷填寫 PLEASE COMPLETE THE FOLLOWINGS IN BLOCK LETTERS

請在適當的空格內 ✓ Please tick in the appropriate box		
<input type="checkbox"/> 皇家太平洋酒店 The Royal Pacific Hotel & Towers	<input type="checkbox"/> 港島太平洋酒店 Island Pacific Hotel	
<input type="checkbox"/> 城市花園酒店 City Garden Hotel	<input type="checkbox"/> 香港黃金海岸酒店 Hong Kong Gold Coast Hotel	
<input type="checkbox"/> 中環·石板街酒店 The Pottinger Hong Kong	<input type="checkbox"/> 黃金海岸鄉村俱樂部·遊艇會 Gold Coast Yacht and Country Club	
<input type="checkbox"/> 香港遨凱酒店 The Olympian Hong Kong		
閣下是否同意本酒店/會所將閣下的申請表格轉交至本集團旗下的其他酒店/會所作招聘用途? Do you agree to have your employment application form forwarded to other hotels / clubhouse under our group for recruitment purpose?		
<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree		
申請職位 Position Applied _____	要求待遇 Expected Salary _____	可到職日期 Date Available _____

### 1. 申請人資料 APPLICANT'S PARTICULARS

英文姓名: English Name:	中文姓名: Chinese Name:	相片 Photo
你是否香港特別行政區永久居民? Are you a permanent resident of Hong Kong Special Administration Region? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
若否, 你是否持有有效的簽證於香港工作? If no, do you have a valid permit to work in Hong Kong? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
出生年份 Year of Birth:		
住址 Residential Address:		
電話號碼 Telephone No.: (住所 Home) _____ (手提 Mobile) _____		
電郵地址 (如有) Email Address (if any):		

### 2. 教育程度 EDUCATION (請按日期倒序列出 IN REVERSE CHRONOLOGICAL ORDER)

學校、學院或大學名稱 Name of School / College / University / Institution	就讀年份 Year Attended		學位/證書 Degree / Certificate Obtained
	由 From 月 Month / 年 Year	至 To 月 Month / 年 Year	

### 3. 工作經驗 WORKING EXPERIENCE (請按日期倒序列出 IN REVERSE CHRONOLOGICAL ORDER)

服務機構名稱 Name of Company/ Organization	職位 Position Held	服務年期 Working Period		最後每月底薪 Last Monthly Basic Salary	離職原因 Reason for Leaving
		由 From 月 Month / 年 Year	至 To 月 Month / 年 Year		

**4. 語言能力 LANGUAGE ABILITY**

請在適當空格上填上“✓”: Mark with a “✓” to indicate your knowledge of:	讀 Reading			寫 Writing			講 Speaking		
	良 Good	可 Fair	劣 Poor	良 Good	可 Fair	劣 Poor	良 Good	可 Fair	劣 Poor
粵語 Cantonese									
國語 Mandarin									
英語 English									
其他 (請注明) _____ Others, please specify _____									

**5. 其他資料 OTHER INFORMATION**

電腦知識 / 技能  
PC Knowledge / Skills \_\_\_\_\_

你有否申請過信和集團其他工作? 有 / 無 (如有, 請填寫以下詳細資料)  
Have you applied for positions in the Sino Group before? Yes / No (If “Yes” please specify below)

申請之年份 \_\_\_\_\_ 公司及申請之職位 \_\_\_\_\_ 曾經接受面試 有 / 無  
Year of application \_\_\_\_\_ Company & Position applied \_\_\_\_\_ Attended Interview Yes / No

請問誰人介紹 / 推薦你?  
By whom have you been referred to us? \_\_\_\_\_

你有沒有親屬是信和集團的員工? 有 / 無  
Are you related to any Sino Group’s staff? Yes / No

姓名 \_\_\_\_\_ 關係 \_\_\_\_\_ 公司名稱 \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Company Name \_\_\_\_\_

有甚麼嗜好、運動或特別興趣及技能?  
Special interests, hobbies or sports? \_\_\_\_\_

請問從甚麼途徑得悉此職位空缺?  
From which media have you known this position vacancy? \_\_\_\_\_

**聲明 DECLARATION**

本人明白及同意公司所提供的個人資料收集聲明之有關內容。本人聲明此申請表上之資料包括薪金及其他資料完全真確無誤。本人同意及授權公司為考慮是否作出聘請之決定，向本人以往僱主，或其他在此表上陳述之機構作出針對本人、僱用事宜、薪金及其他相關事宜的諮詢。本人亦同意在公司要求下，須出示有關薪酬及於此申請表上填寫之其他資料之證明文件正本以作核實。如被發現提供虛假資料或隱瞞重要事實，本人明白有可能會不獲聘用；如已入職則會在不獲任何補償下即時解僱。

I understand and agree to the contents of Personal Information Collection Statement provided by the Company and declare that the information given in this application including salaries and all other details are true and correct. I hereby consent and authorize the Company to verify and make inquiries regarding my personal, employment, salaries and other related matters from my previous employer(s) or other institutions stated in this form as may be necessary in arriving an employment decision. I also agree that when required, I must provide original proof of salaries and any other information as stated by me in this application form for verification. Any misrepresentations, falsification, or material omissions in any of this information or data may result in my exclusion from further consideration for employment or if hired, termination of employment by the Company or any of the companies in the Sino Group without notice and compensation.

申請人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

重要聲明：信和酒店為提供平等機會的僱主。酒店/ 會所根據求職者之教育背景、工作經驗及技能而聘用。申請者不得於招聘程序中向信和集團之僱員提供任何「利益」以提高受聘機會；公司亦禁止僱員利用職權索取或收受利益。申請者提供之資料只作為酒店/ 會所考慮職位申請之用。申請者須確保資料完備，並遞交所需的證明文件。所有未被聘用人士的個人資料將會於招聘事宜結束後六個月內全部銷毀。

IMPORTANT: Sino Hotels is an equal opportunity employer. Employment given by the Hotel / Clubhouse within the Sino Hotels depends on the employee’s educational qualification, experience and skills. You are prohibited from offering any “advantage” in kind or in cash to any Sino Group employee during the recruitment process to secure consideration for employment. Sino employee is also prohibited from soliciting or accepting any “advantage” in connection with his or her work. All personal data collected will be used for recruitment purpose only. Please ensure data entered are correct and provide supporting documents as required. All personal data of unsuccessful applicants will be destroyed within 6 months after the recruitment process. Any false statement on this application form shall be considered sufficient cause for rejection, or if an applicant has already been employed, dismissal action may be considered.

如中英文版本有不同之處，將以英文本為準  
In case of inconsistency between the English version and the Chinese version, the English version shall prevail.