**CONFIDENTIAL**



**APPLICATION FOR EMPLOYMENT**

**important: applicants should read the form carefully and provide information as requested; any incomplete or**

**false information could lead to the withdrawal of an offer of employment or termination of employment**

|  |
| --- |
| Position applied for: |

## **Section a - Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Name in full (in block letters) |  | Chinese Name |
| H.K.I.D. Card No. / Passport No. \* |  |
| Home Address |  |  |
| Home Telephone No. | Mobile |  |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Name of School, College, University | Certificate / Diploma / Degree Obtained | Date (From – To) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**OTHER COURSES**

|  |  |  |
| --- | --- | --- |
| Name of Institute | Course / Examination / Result | Date (From – To) |
|  |  |  |
|  |  |  |

**QUALIFICATIONS, LANGUAGES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Membership of Professional Societies, etc | | Language | Written | | | Spoken | | |
| Name of Institute | Date obtained | Fluent | Fair | Little | Fluent | Fair | Little |
|  |  | English |  |  |  |  |  |  |
|  |  | Chinese/Cantonese |  |  |  |  |  |  |
|  |  | Putonghua |  |  |  |  |  |  |
|  |  | Others |  |  |  |  |  |  |

## **SECTION B**

|  |  |
| --- | --- |
| Have you ever applied to or been accepted by this Company? If yes, please give details. | YES / NO |
| Do you have a family or other connection with CSTS Enterprises Inc.? If yes, please specify the name, position and Company of the people with whom you have a connection. | YES / NO |
| Have you ever been convicted of any criminal offence? If yes, please give details. | YES / NO |
| Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers? If yes, please give details. | YES / NO |

\* Delete as appropriate

**SECTION C – EMPLOYMENT HISTORY (start with latest position)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date  (From - To) | Name of Company | Position | Basic Salary  (x no. of months) | | Reason for  Leaving |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
| Duties of present / last job:  Reporting to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
| Additional benefits, allowances, commission, bonus, etc. of your present / last position | | | |  | |
| Notice required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ month(s) Expected HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | per month | |

## **REFEREES**

|  |  |  |
| --- | --- | --- |
| Please provide information of the referees. The referees must be your present or the most recent employer who is able to comment on your suitability for appointment. | | |
| Name | Position held and Organization/  Your relationship with the Referee | Contact Tel. No. |
|  |  |  |
|  |  |  |

**PERSONAL INFORMATION COLLECTION STATEMENT**

|  |  |
| --- | --- |
| The Company will handle all personal data confidentially in accordance with the principles laid down in the Personal Data (Privacy) Ordinance.  All information provided will be used exclusively for selection purpose, and confidentially by authorized personnel of Human Resources Department, and the supervisor and/or Department Head of the position applied.  In accordance with the Privacy Ordinance, you have the right to:   * ascertain whether the Company holds any of your personal data; * be informed of the kind of personal data held by the Company; * request access to such data; and * request correction of your personal data which is inaccurate | Any access or correction requests should be made in writing to:  Human Resources Department  CSTS Enterprises Inc.  We do reserve the right to charge a modest fee to cover our administrative costs for complying with any data access requests.  All unsuccessful applications will be destroyed after an appropriate time. |

**DECLARATION**

I declare that the information is true and understand that any false information given may lead to subsequent withdrawal of an offer of employment or termination of employment. I also understand and agree to the Personal Information Collection Statement.

Signature Date