



2-4 Dai Shing Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong.

香港新界大埔工業邨大盛街 2-4 號

Tel: (852)2667 0082 Fax: (852)2664 4882

職位申請書

申請職位

Name in English:

英文姓名

Other:

別名

Name in Chinese:

中文姓名

Residential Address:

住址

Phone No.:

電話號碼

E-Mail:

電子郵件

[illegible]

III. PROFESSIONAL QUALIFICATIONS 專業資格

Professional Qualifications 專業資格	Issuing Authority 頒發機構	Date Obtained/to be obtained 獲取/將獲取日期(月/年)

IV. EMPLOYMENT HISTORY 工作經驗 (in chronological order) (按日期順序列出)

Name of Company 公司名稱	Position 職位	Period (Month/Year) 期間 (月/年)		Reason for Leaving 離職原因	Last Salary 薪金
		From 由	To 至		

V. SKILLS 技能

Languages 語言	Written 書寫	<input type="checkbox"/> English 英文	<input type="checkbox"/> Chinese 中文
		<input type="checkbox"/> Others, please specify 其他, 請詳列 _____	
	Spoken 會話	<input type="checkbox"/> English 英文	<input type="checkbox"/> Cantonese 廣東話 <input type="checkbox"/> Putonghua 普通話
		<input type="checkbox"/> Others, please specify 其他, 請詳列 _____	
Computer 電腦	System Applications 系統應用	<input type="checkbox"/> Windows	<input type="checkbox"/> MS Office
		<input type="checkbox"/> Others, please specify 其他, 請詳列 _____	

VI. REFERENCE 諮詢人

Name 姓名	Occupation 職業	Name & Address of Company 公司名稱及地址	Contact No. 聯絡電話	Relationship 關係

Date of Availability 可到職日期	Salary Expected 要求待遇
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VII. DECLARATION 聲明

	Yes 有	No 否
<p>1. Have you ever been employed by this Company? 申請人曾否受聘於本公司?</p> <p>If yes, please specify the period & position 如有者，請詳述受聘時段及職位</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Do you have any relatives currently employed by this Company? 申請人有否任何親屬現受聘於本公司?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Do you currently hold, or wish to take up, a directorship, public trusteeship or other similar influential roles outside of the Company? 申請人是否目前正擔任或者希望擔任本公司以外的董事、公共受託人或其他類似的具影響力的職位?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Do you currently hold or have held the position of director, chief executive, or manager of an authorised institution (as defined in the Banking Ordinance) which you know (or ought reasonably to know) is being, or has been, wound up or otherwise dissolved; or its licence or registration has been revoked? 你現時是否擔任或曾經擔任一所認可機構(定義見《銀行業條例》)的董事、行政總裁或經理，而你知道(或理應知道)該機構正在或已被清盤或以其他方式解散，或其牌照或註冊已被撤銷?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Do you have any criminal record or have you been convicted by the Court in any place of an offence (other than offences that have been spent)? 申請人是否在任何地方有任何犯罪記錄或者曾被法院定罪(已失時效的定罪除外)?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Are you involved in any civil and/or criminal litigation currently or in the foreseeable future? 申請人是否涉於任何正在進行或者將於可見未來進行之民事及/或刑事訴訟?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Have you filed a petition for bankruptcy / have you been adjudged bankrupt by the Court, or have you entered into a composition with your creditors (e.g. Inter-Bank Debt Relief Plan, an Individual Voluntary Arrangement or a Debt Restructuring)? 申請人是否已申請破產/是否已被法院裁定破產?或者申請人是否已與債權人達成和解協議(例如綜合債務舒緩計劃、個人自願安排或債務重組計劃)?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Are you currently in financial difficulties such that you can envisage you may file for bankruptcy or enter into a composition with your creditors (e.g. Inter-Bank Debt Relief Plan, an Individual Voluntary Arrangement or a Debt Restructuring) in the near future? 申請人目前是否有財政困難，以致可以預料在不久的將來申請破產或與債權人達成和解協議(例如綜合債務舒緩計劃、個人自願安排或債務重組計劃)?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Do you require employment visa or work permit sponsorship by the Company to take up employment in Hong Kong? 申請人是否需要工作簽證或由本公司給予工作許可保薦才能在香港受僱?</p> <p>If yes, please specify 如有者，請列詳情</p> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES: 備註

1. You have received a copy of the Personal Information Collection Statement (PICS) of Hong Kong Note Printing Limited. You must read the PICS carefully and confirm that you understand its contents, but you may reach out to us if you have any questions. 閣下已收到香港印鈔有限公司的個人資料收集聲明 (PICS) 副本。您必須仔細閱讀 PICS 並確認您了解其內容，但如果您有任何疑問，可以與我們聯絡。
2. If you commit criminal offences (whether within or outside the Company's premises) while in the employ of the Company, you will be liable to dismissal. 任職期間，若觸犯刑事罪行(不論發生在本公司內與否)，犯者將會被撤職。
3. The information provided will be used for appointment at Hong Kong Note Printing Limited and other employment-related purposes. It may also be disclosed to former employers, professional bodies, departments/agencies authorised to process the information for appointment e.g. working experience, professional qualification, education and health assessment, law enforcement. 申請人所提供的資料，將用於招聘香港印鈔有限公司的職位以及其他與聘用有關事宜上，亦可能會送交有權審閱職位申請人資料的前僱主、專業機構、政府部門/機構，以便進行工作經驗、專業資格、學歷、健康，以及執法方面的審查工作。
4. Your provided personal data may only be used for carrying out the recruitment selection purpose. Information on all unsuccessful candidates may be retained for a period of up to one year from the date of rejecting applicants and should then be destroyed. 閣下提供之個人資料祇被用作招聘甄選之用。未獲錄取申請人的資料將由求職者落選的日期起計保留不超過一年及後則被銷毀。
5. Supply of personal data is non-obligatory but failing to do so may result in the Company being unable to process your application. 就填寫個人資料並非強制性，但不提供個人資料可能導致本公司無法處理閣下之申請。
6. Under and in accordance with the provisions of the Personal Data (Privacy) Ordinance, you are entitled to request for access to interview result held by the Company. The Company will charge a reasonable fee for the processing of such requests. 根據個人資料(私隱)條例的規定，閣下有權要求查閱本公司所保存有關的面試結果。本公司處理此等要求時將收取合理的費用。

I hereby declare that I have read and understood the Personal Information Collection Statement (PICS) and the NOTES above and the information I have provided in this application form is true and complete. I understand that if I willfully give any false information or withhold any material information, I shall render myself liable to dismissal if I were appointed to the service of the Hong Kong Note Printing Limited without notice or compensation. 本人茲聲明，本人已詳讀及明白上述備註之內容，且本人在此申請表內提供的資料均屬真實及完整。同時本人明白倘若故意虛報資料或隱瞞重要事實，即使已獲香港印鈔有限公司錄用，亦有可能遭解僱而不給予任何補償。

I authorise Hong Kong Note Printing Limited and its authorised agent(s) to verify all information provided in my resume and in my application for employment, and to conduct enquiries as may be necessary, at their sole and absolute discretion. 本人授權香港印鈔有限公司及其授權代理人核實本人的簡歷及求職申請中提供的所有資料，並在其全權酌情的決定下作出任何他們認為必要的查詢。

I also authorise all persons, who may be contacted by Hong Kong Note Printing Limited and its agent(s) and have information relevant to their enquiry, to disclose all such information to them. I release each reference providing person from all claims and liabilities on account of such disclosure, howsoever arising. I confirm that a photocopy or extract of this authorisation can be accepted with the same authority as the original. 本人同時授權所有可能被香港印鈔有限公司及其代理人聯繫並持有與其查詢有關的資料的人士，向他們披露所有該等資料。本人免除每位資歷調查資料提供人士因此類披露而產生的任何索賠和責任。本人確認本授權書的複印本或摘錄具有與原件相同的效力。

I acknowledge that Hong Kong Note Printing Limited reserves its position with regard to any steps which it may take in relation to any material adverse findings which arise either when the checks are first carried out as part of this recruitment exercise, and/or if relevant, on an ongoing basis. Depending on the nature of the reference checking information disclosed, Hong Kong Note Printing Limited may not be required or able to inform me of the content of the information, and/or of the referee that provided the relevant information. 本人確認香港印鈔有限公司保留其就本次招聘活動首次進行調查時發現的，及/或如適用，持續發現的任何重大不利調查結果而採取任何行動的權利。視乎所披露的資歷調查資料的性質而定，香港印鈔有限公司未必需要或能夠通知本人有關資料的內容及/或提供有關資料的推薦人的信息。

I also acknowledge and agree that I will not be given any reason should I fail any of the above checks, and that any offer of employment may be withdrawn without a reason being given prior to the commencement date of employment. I confirm that any decision to resign from my current or previous job is entirely my own voluntary decision for which Hong Kong Note Printing Limited cannot be responsible for. 本人確認並同意，如果本人未能通過上述任何一項調查，本人不會得到任何理由，且任何聘用書可在受僱開始日期前無理由地撤回。本人確認，任何辭去現時或前任職務的決定完全是本人自願的決定，香港印鈔有限公司概不負責。

Applicant's Signature
申請人簽署

Date
日期