

Application for employment (please complete in Block letters)
Private and confidential
職位申請表

Position applied for : 職位申請

Personal Particulars 個人資料

Name in English (surname, first name) 英文姓名			Name in Chinese 中文姓名	
Date of Birth 出生日期	Place of Birth 出生地點	Sex 性別 F / M	Marital Status 婚姻狀況 Single / Married	HKID Card No. 身分證號碼
Home Address 住址				
Telephone No. 電話號碼	Home 住宅	Mobile 手提電話	Office 辦公室	Email 電郵

Education and academic qualification (in chronological order) 學歷

Dates attended 日期 From (由) / To (至)	Name of Schools / Institutes / Colleges and / or Universities attended 中學 / 大專 / 大學名稱	Qualifications obtained 考獲資格

Employment History 工作履歷

Period (From / To) 時期(由 / 至)	Name of Employer 僱主名稱	Position 職位	Last Salary 最後薪金

Special Skills / Languages : 特別技能 / 語言能力

Level of Proficiency 程度 (Proficient 精通 / Good 良好 / Fair 普通)					Typing speed 打字速度	
Languages 語文	Hearing 聽力	Speaking 會話	Reading 閱讀	Writing 書寫	Chinese 中文	wpm
English						
Chinese / Cantonese					English 英文	wpm
Mandarin / Other						
Computer knowledge: 電腦智識						
Expected Salary : 要求待遇						
Date available if employed: 若受聘, 可到任日期						

Do you authorise our company to conduct reference check(s) with your previous employer(s) ?
 閣下會否授權本公司向閣下以往之僱主進行諮詢調查? Yes 是 () No 否 ()

If yes, please provide the name, file, contact address and telephone number for two referees from two recent employers.
 如是, 請提供最少兩位諮詢人資料。

Name 姓名	Title 職位	Telephone 電話
Contact Address: 聯絡地址		

Name 姓名	Title 職位	Telephone 電話
Contact Address: 聯絡地址		

PERSONAL INFORMATION COLLECTION :

The personal data collected in this application form will be used by "Delta Personnel Consultants" to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, bonus payment, and benefits package to be discussed with you subject to selection for the position. All information provided will be treated in strict confidence and used solely for recruitment purposes.

It is Delta's policy to retain the personal data of unsuccessful applicants for future recruitment purposes as long as the data is still required for recruitment purposes. When there are vacancies in our clients, subsidiary or associate companies during that period, we may transfer your application to them for consideration of employment. Your information will be entered onto our database. Submitted original copies of application documents are only retained under certain circumstances. Documents that are not retained will be destroyed. Should you wish to request the destruction of the data at any times, please do not hesitate to contact us.

By signing below, I have read, understood and agreed the above terms & conditions on this application form.

I receive a copy of the "Notice to Employees and Potential Employees Relating to the Personal Data (Privacy) Ordinance (the "Ordinance"), and I have read and fully understood its contents.

Signature

Date: