

OFFICIAL USE ONLY

R/N: _____ Start Date: _____

Position: _____ Rate: _____

JOB APPLICATION FORM

The first section of the form is for the applicant to fill in and the second section is for the employer to fill in.

APPLICANT SECTION
Personal details

Given name: _____ Family name: _____

Date Of Birth: _____ Passport / HKID NO: _____

Marital Status: Single/Married/Separated _____ Nationality: _____

Address: Flat: _____ Floor: _____ Room: _____ Building: _____

Street: _____ District: _____

Telephone Daytime: _____ Mobile: _____

Email: _____ Languages: _____

Emergency Contact: _____ Telephone: _____

Current qualifications

Qualification title	Institution/training provider	Year completed

Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

Do you agree to have referees contacted in relation to this application?
(tick one) Yes No

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

What type of work are you available for? (tick one) Full time Part time Casual

When will you be available for work?

Please provide any other information about medical conditions, past injury or disabilities, if any.

Declaration

I declare that, to the best of my knowledge, the information given is true and correct and physically and mentally fit. I have/don't have any past medical history or work injury. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment.

Signed: _____ Date: _____