

Application of Employment

Important Notes to Applicants :

Please read the following carefully before you fill in the application form :

1. The information you provide will be used for consideration of appointment and other appointment-related administration at KML Engineering Limited. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorized to process the information for purposes relating to appointment
2. For access to or correction of personal data after submission of this application, please contact the HR&GS Section of our company at **26867912**. Fees may be required.
3. All information provided will be treated in **strictest confidence**.
4. The company will keep the data on unsuccessful candidates up to one year.
5. Please call ext. **7912 or 7913** once this form has been completed.

Position Applied	
Expected Salary	Date Available

Personal Particulars	
Name (In English)	
Name (In Chinese)	HKID / Passport No.
Date of Birth	E-mail
Telephone No. (Residential)	Telephone No. (Mobile)
Address	

Photo
(Optional)

Educational Background (Please start with the highest qualification)				
Institution	From	To	Course of Study	Achieved Level

Public Examination Results				
Name of Examination	Year	Results		
HKCEE/ HKDSE		Chinese Language	English Language	Mathematics
HKAL/ HKASL		Chinese Language	English Language	Mathematics
IELTS				
Others				

Professional Qualification		
Name of Professional Association	Grade of Membership	Date of Admission

Employment History (Please start with the latest employment)				
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving
Company Name		First Position		Last Position
From	To	First Salary	Last Salary	Reason of Leaving

Organizational Chart of the Company You Work(ed) the Longest

Total no. of employees in the company: _____
 No. of colleagues in your department: _____

Title of one level upper → []

Title of direct supervisor → []

Applicant

Title & no. of subordinates (if any) → [] [] []

Other Skills

Languages

Written	English -	Fluent /	Good /	Fair /	Limited
	Chinese -	Fluent /	Good /	Fair /	Limited
	Other -				
Spoken	English -	Fluent /	Good /	Fair /	Limited
	Cantonese -	Fluent /	Good /	Fair /	Limited
	Mandarin -	Fluent /	Good /	Fair /	Limited
	Other -				

Computer Knowledge

License and registration

- Construction Industry Safety Training Certificate (Green Card)
- Confined Space Certified Worker Certificate
- Driving license, Vehicle Classification Code _____
- Registration of Electrical Worker, Permitted Work _____
- First Aider, validity till _____
- Others (please specify) _____

Other Skills

Declaration

Have you ever been convicted of a crime? No Yes

If yes, please specified

Do you have any relatives or friends working in our company? No Yes

If yes, please specified Name Department

Is the post you currently apply for referred by the captioned person? No Yes

1. I declare that all the information given above is correct. I understand that any omission or misrepresentation of materials found in this application may result in refusal or termination of employment.
2. Your crime record and whether you have relatives or friends working in our company would not affect the selection decision. The answers of the above questions are serving as records only.
3. I understand that any offer of employment may be contingent upon a physical examination to determine whether I can perform the duties of the job in a manner which will not endanger my health and safety of others.
4. The undersigned hereby authorizes KML Engineering Limited to make inquiry with my former employers or other sources, including my employment information, remuneration, performance and reason of separation from services, etc.
5. All data collected will be treated in strict confidential. Personal data of unsuccessful applicants will be retained in file for one year.

Applicant's Signature _____ Date _____

學歷、專業資格及前僱主與職位調查同意書
Letter of Consent for Qualifications & Reference Check

本人正申請高明科技工程有限公司 (高明) 之職位, 現特此同意高明就本人的學歷、專業資格及前職位資料作出調查, 請 貴機構提供該有關資料予高明作參考。

In connection with my application for a position with KML Engineering Limited (KML), I hereby give consent to you releasing any of my relevant qualifications and previous employment information for qualifications and reference check to KML.

簽名
Signature : _____
姓名
Name : _____
身份證號碼
HKID : _____
日期
Date : _____