



HONG KONG

AUDITION DETAILS

職位申請書

JOB PARTICULARS (申請職位資料)

Position Applied for (申請職位名稱): _____ Salary Expectation (要求薪酬): _____

Possible Date of Commencement (可到職日期): _____

PERSONAL DETAILS (個人資料)

Title: Mr. / Ms. (Please circle) 先生/女士 (*請刪去不適用者)

Name (姓名): _____
Surname (姓) First Name (名) Other Names (其他) Chinese Name (中文姓名)

Address (住址/聯絡地址): _____

Home Phone (住宅電話): _____ Mobile Phone (手提電話): _____

Email address 電子郵件: _____

Can you Produce Identification? (可提供哪種身份證明文件?)
Passport (護照) ID Registration (香港身份証) Driver's Licence (駕駛執照) Birth Certificate (出生證明書)

If not a Hong Kong citizen, what is your residency status? (若非香港居民, 列明所屬的公民身份?)
Permanent (永久) Temporary (臨時) Expiry Date: _____ (屆滿日期)

If not a Hong Kong citizen, what is your working status (若非香港居民, 你現在工作狀況如何)? _____
(Should you be called for an audition, please provide a photocopy of your valid working visa)
(請在面試時出示有效之工作簽證)

EMPLOYMENT MEDIA (就業媒介)

Introduced by W Hong Kong's talents
由受僱於 W Hong Kong 朋友介紹

Name (姓名): _____

Position (職位): _____

Relationship (關係): _____

Through Advertisement 廣告 (Please specify 請說明)

Others (其他): _____

EMPLOYMENT HISTORY (Most recent first) 工作經驗 (由最近期工作開始填寫)

Employer (full name and address) (僱主及工作地址): _____

Position and Duties (職位及工作範圍): _____

Dates (from/to) (受聘日期): _____ Basic Salary (基本薪酬): _____

Reason for leaving (離職原因): _____ Allowances (津貼): _____

Referee (推薦人): _____ Contact Phone No (聯絡電話): _____

Employer (full name and address) (僱主及工作地址): _____

Position and Duties (職位及工作範圍): _____

Dates (from/to) (受聘日期): _____ Basic Salary (基本薪酬): _____

Reason for leaving (離職原因): _____ Allowances (津貼): _____

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Position and Duties (職位及工作範圍): _____

Dates (from/to) (受聘日期): _____ Basic Salary (基本薪酬): _____

Reason for leaving (離職原因): _____ Allowances (津貼): _____

Referee (推薦人): _____ Contact Phone No (聯絡電話): _____

EDUCATION & QUALIFICATIONS (學歷)

COURSE NAME (High School/ College/University/ Trade) 教育程度 (中學/大學/其他)	NAME OF SCHOOL/COLLEGE/ UNIVERSITY 學院名稱	LOCATION 地點	DATES (FROM / TO) 就讀日期	DEGREE OR CERT. OBTAINED 已獲取的學歷

OTHER COURSES ATTENDED (including Overseas Training or Exposure)

其他訓練 (包括海外訓練及海外交流)

NAME OF COURSE 課程名稱	DURATION OF COURSE 就讀日期	LOCATION 地點	YEAR OBTAINED 獲取資格的日期	QUALIFICATION or EXPOSURE OBTAINED 已獲取的資格

LANGUAGES (Please Tick) 語言 (請在空格內加上 ✓)				
WRITTEN (書寫)	Good (流利)	Fair (中等)	Average (一般)	Poor (略懂)
English (英文)				
Chinese (中文)				
Other (其他) _____				
SPOKEN (會話)	Good (流利)	Fair (中等)	Average (一般)	Poor (略懂)
English (英文)				
Cantonese (粵語)				
Mandarin (國語)				
Other (其他) _____				

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS 請回答以下所有問題	
Are you prepared to work rotating rosters, with shifts including nights, weekends, & public holidays? 是否願意輪班工作 (包括夜班、週末及公眾假期)	YES / NO 願意/不願意
Are you prepared to work in areas containing cigarette smoke &/or ashtrays? 是否願意在有「環境煙草煙霧」之環境下工作?	YES / NO 願意/不願意
Some positions require you to have a current drivers licence - Do you possess one? 你是否持有有效駕駛執照? (因部份職位須要申請人持有有效駕駛執照)	YES / NO 有/沒有
Have you ever been discharged from employment because your work or conduct was not satisfactory? 曾否因你的工作表現欠佳或惡劣行為而被解僱?	YES / NO 有/沒有
Are you prepared to work as & where directed? 是否願意遵照指示及履行所指定之工作?	YES / NO 願意/不願意
Do you have relatives working in W Hong Kong? If yes, please state name, position and relationship: 是否有任何親屬現受僱於 W Hong Kong? 如有, 請列明姓名、職位及與其關係。	YES / NO 有/沒有
Will you work under and comply with the rules and regulations, terms and conditions of W Hong Kong? 是否願意遵照 W Hong Kong 所定工作守則?	YES / NO 願意/不願意
Do you agree W Hong Kong to seek for verification and additional information to any matter within this audition form, this includes contacting your previous employers for reference checking purpose? 是否同意 W Hong Kong 將就此申請而作出有關核對及索取額外資料(包括與申請人之前任僱主聯絡)	YES / NO 同意/不同意

DECLARATION (To be signed prior to audition details being submitted) (聲明 - 簽署及遞交申請書前, 請先細閱下列條文)
I authorise W Hong Kong to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever issuing from such information. I further declare that the statements made by me in this audition form are true, complete and correct. A false statement or dishonest answer to any question may be grounds for my immediate discharge from employment with W Hong Kong. 本人在此授權本人之前任僱主及/或曾就讀的學校可向 W Hong Kong 發放有關本人的資料作審核之用並解除他們因這行動而引致要承擔的任何責任。本人亦在此證明上述填報的個人資料均屬真確無誤。如有不實, 本人日後可被 W Hong Kong 即時解僱而不得任何償。
Applicant's Signature (申請人簽署): _____ Date (日期): _____
HKID Number (香港身份証號碼): _____
All audition details will be treated with confidentiality and fairness. Thank you for your interest in joining our Talent team at W Hong Kong. 所有申請將絕對保密, 多謝閣下申請 W Hong Kong 之職位。

Well, you're done!





HONG KONG

FORM OF AUTHORITY 授權書

To whom it may concern

I have applied for a job at W Hong Kong. I understand that W Hong Kong may wish to make enquiries concerning myself with persons such as former employers or other referees. I hereby authorize the companies or person to release whatever data which deem to be necessary for the purpose of assessing, and in connection with my application, pursuant to the Personal Data (Privacy) Ordinance Cap.486.

敬啟者

本人已向 W Hong Kong 遞交職位申請書，本人明白 W Hong Kong 會向本人前任僱主及 /或諮詢人查詢及核對有關本人所填報的個人資料及工作記錄。依據個人資料(私隱)條例第 486 章，本人授權本人前任僱主及/或諮詢人可向 W Hong Kong 發放有關本人的資料作審核是次申請之用，並解除他們因這行動而引致要承擔的任何責任。

Full Name:

姓名:

HKID Card / Passport No:

香港身份証 / 護照號碼:

Signature:

申請人簽署:

Date:

日期:

This Form of Authority has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and Chinese version, the English version shall prevail.

此授權書為英文版譯本，如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。