

**安樂工程集團**  
**ANALOGUE GROUP OF COMPANIES**  
**職位申請表**  
**APPLICATION FOR EMPLOYMENT**

**(Please Print For Following Parts) 請以正楷填寫以下部份**

申請職位及部門 Position Applied For : _____	公司 : 安樂工程/安樂科技/安力電梯/安樂創新科技 Company : ATAL / ANALOGUE/ ELEX /ATECH
Department : _____	Section : _____
要求薪金 Expected Salary : HK\$ _____ /mth	可上任日期 Available Date : _____ (dd/mm/yy)
聘請訊息來源 : <input type="checkbox"/> Newspaper(報紙) _____ Source of Recruitment Information <input type="checkbox"/> Employment Agency (職業介紹所) _____ <input type="checkbox"/> Educational Institute (教育學院) _____ <input type="checkbox"/> Labour Department (勞工處) _____ <input type="checkbox"/> Relative/Friend employed here (任職同事介紹) _____ <input type="checkbox"/> Other (其它) _____	

**1 PERSONAL PARTICULARS 個人資料**

姓(英文) Surname : _____	名(英文) Given Name : _____	中文姓名 Chinese Name : _____
出生地點 Birth Place : _____	出生日期 Birth Date : _____	年齡 Age : _____
香港身份証號碼 HK ID No. _____ ( )	護照號碼 Passport No. _____	香港永久居民 Hong Kong Permanent Resident Y/N
住址 Home Address : _____		
聯絡電話 Contact Phone No. _____	住所 Residence : _____	辦事處 Office : _____
		手提電話 Mobile : _____
		傳呼機 Pager : _____

**2 EDUCATION AND TRAINING (in chronological order) 教育及培訓 (按日期順序列出)**

Date 日期		Schools, Colleges, Universities, Institutions etc	Full time or	Attainment
From 由	To 至	Attended / Attending	Part time	
		曾經/現在就讀的學校,學院,大學,機構等	全日或兼讀	所得學歷

Date 日期		Schools, Colleges, Universities, Institutions etc	Full time or	Attainment
From 由	To 至	Attended / Attending 曾經/現在就讀的學校,學院,大學,機構等	Part time 全日或兼讀	所得學歷

### 3 PROFESSIONAL QUALIFICATIONS (in chronological order) 專業資格 (按日期順序列出)

Year Obtained 獲取年份	Professional Qualification Held 持有的專業資格	Issuing Bodies 頒發機構	Relevant Level attended 獲取有關程度

### 4 GOVERNMENT REGISTRATIONS/LICENCES OBTAINED (in chronological order) 政府牌照 (按日期順序列出)

Year Obtained 獲取年份	Government Recognized Licence 政府認可及註冊牌照	Issuing Authority 頒發機構	Grade 等級

### 5 OTHER INFORMATION 有關資料

語言 Languages :  English 英語 程度 Level :  Fair 尚可  Average 一般  Excellent 極好  
 Cantonese 廣東話 程度 Level :  Fair 尚可  Average 一般  Excellent 極好  
 Putonghua 普通話 程度 Level :  Fair 尚可  Average 一般  Excellent 極好

技能 : 電動打字每分鐘\_\_\_\_\_字  電腦軟件  Msword  Excel  倉頡  其它\_\_\_\_\_

Skills : Electric Typewriting\_\_\_\_\_wpm  Computer Software  Msword  Excel  Others \_\_\_\_\_

### 6 EMPLOYMENT RECORD 任職記錄 (List present or last employer first 先填寫現任或最近任職之商號)

公司名稱 Name of Company :	地址及電話 Address/Tel No. :		
職位部門 Job Title/Department :	任期 由	至	薪金 \$ Salary\$
職責 Responsibilities :			
離職原因 Reason for Leaving :			

公司名稱 Name of Company :	地址及電話 Address/Tel No. :	
職位部門 Job Title/Department :	任期 由            至 Employment Period From :      To :	薪金 HK\$
職責 Responsibilities :		
離職原因 Reason for Leaving :		

公司名稱 Name of Company :	地址及電話 Address/Tel No. :	
職位部門 Job Title/Department :	任期 由            至 Employment Period From :      To :	薪金 \$ Salary\$
職責 Responsibilities :		
離職原因 Reason for Leaving :		

公司名稱 Name of Company :	地址及電話 Address/Tel No. :	
職位部門 Job Title/Department :	任期 由            至 Employment Period From :      To :	薪金 HK\$
職責 Responsibilities :		
離職原因 Reason for Leaving :		

公司名稱 Name of Company :	地址及電話 Address/Tel No. :	
職位部門 Job Title/Department :	任期 由            至 Employment Period From :      To :	薪金 HK\$
職責 Responsibilities :		
離職原因 Reason for Leaving :		

7. Any additional information you consider relevant to your application 請提供與申請職位有關的其他資料

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## 8 DECLARATION (聲明)

本人證明上述填報之資料正確無訛。倘若上述任何資料其後被發現為失實或虛報，本人願意接受紀律處分，包括即時被免職，而不獲任何補償。本人謹授權安樂工程集團成員公司聯絡本人過往的僱主，或通過任何途徑取得，透露及交換有關本人資料。本人明白上述資料乃用作遴選及有關人力資源統計用途，並經由已授權之同事處理。同時，本人明白到(I)倘若本人未能提供本申請書所需的資料，安樂工程集團成員公司將可能無法處理有關申請，及(II)本人有權向安樂工程集團成員公司查閱及申請改正所有與本人有關的個人資料。有關的申請可於安樂工程集團人力資源部辦理。此聲明同時適用於本人為申請上述職位已經提供之所有個人資料。

I hereby certify that the information provided above are true and correct. In the event that any information is found to be false in due course, I agree to your taking disciplinary action against me including discharge from your employment without any compensation. I hereby authorize Analogue Group of Companies to contact my previous employers, or any information source and to obtain, disclose, and exchange my information with regard to myself. I understand that data collected will be used for recruitment and statistical research purpose in regard to HR; and data collected will be used or accessed by authorized persons only. I also understand (I) Analogue Group of Companies may be unable to process this application if I fail to provide any information requested in this application and (II) I have the right to obtain access to and to request correction of any personal information held by Analogue Group of Companies concerning me, and such request can be made to Analogue Group of Companies Human Resources Department. This declaration also applies to all other personal information already provided in relation to my application for the above said position.

申請人簽署  
Signature : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

Remark: If you do not hear from us within 8 weeks, you may consider your application unsuccessful on this occasion. This application will be kept in our Human Resources Department for a period of no more than 6 months and this record will be destroyed after the said period.

### FOR OFFICE USE ONLY

Document Checking:			
<input type="checkbox"/> Completed		<input type="checkbox"/> Outstanding documents: _____	
Terms of Offer:			
<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary	
<input type="checkbox"/> Contract		(Cost Centre: _____)	
Position : _____		Section / Department : _____	
Commencement Date : _____		Starting Salary : HK\$ _____	
Employment Period : From _____ To _____ (Total _____ Months)			
Allowance : _____			
Commission : _____			
Probation : <input type="checkbox"/> 3 months <input type="checkbox"/> N/A <input type="checkbox"/> Others : _____			
Working Hours : <input type="checkbox"/> As per Company Policy			
<input type="checkbox"/> Extended working hours is anticipated to suit construction progress			
<input type="checkbox"/> Others : _____			
Notice for Termination of Employment : <input type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> Others : _____			
Remarks :			
Approved By :	Approved By :	Approved By :	Approved By :
_____	_____	_____	_____
Section/Department Manager	Director In-charge	HR Manager	Managing Director
Date :	Date :	Date :	Date :