

CONFIDENTIAL 機密

Application Form for Employment 職位申請表格

Personal Information Collection Statement pertaining to Recruitment

The personal data collected in this application form will be used by Little Duck Group Holdings Limited to assess your suitability to assume the job duties of the position for which you have applied.

All personal data on the application form are regarded as material for selection purposes. Failure to provide these data may influence the processing and outcome of your application.

It is our policy to retain the personal data of applicants for future recruitment purposes for two years.

When there are vacancies in our other departments during that period, we may transfer your application to them for consideration of employment.

《招聘方面的收集個人資料聲明》

小鴨子控股集團會將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位。

申請表中所有項目是挑選合適入選者所必須考慮的資料。求職者如不提供此等資料，會對申請的處理及結果有所影響。

小鴨子控股集團的政策是為日後的招聘活動保留求職者的個人資料兩年。如小鴨子控股集團屬下的部門在此期間出現職位空缺，小鴨子控股集團或會將你的申請轉交有關部門考慮。

You may affix a
portrait photo
if you wish.
如願意的話，
請貼上照片

Please use black ink or ball-pen to complete in English or Chinese. Attach extra sheets, if necessary.

請用黑色墨水或原子筆及用英文或中文填寫。如空格不夠填寫，請另附紙。

1. Position Applied 申請職位

2. Employment Type 職位類別 Full-time 全職 Part-time 兼職

3. Source of knowing this vacancy 請說明從何處知悉此職位空缺

4. Full Name(English)姓名(英文)

(Chinese 中文)

5. I.D. Card/Passport No.身份證/護照號碼

6. Date of Birth 出生日期

7. Residential Address(English)住址(英文)

8. Correspondence Address(English)通訊地址(英文)

9. Telephone(Office)電話(辦公室)

(Home 住宅)

10. Mobile 流動電話

11. Email 電郵

12. Marital Status 婚姻狀況 未婚 Single 已婚 Married

13. Education 教育程度 (Please attach copies of document proof.請附證明文件副本。)

School/Institute Attended 曾就讀之學校/學院	Period 期間				Courses/Classes Attended 就讀課程 / 班級
	From 由		To 至		
	Mth.月	Yr.年	Mth.月	Yr.年	

17. Duties, Responsibilities and Accomplishments of Last Three Jobs
最近三個職位之職責及任內之建樹

18. Fringe Benefits of Existing/Latest Job (You may opt to leave blank)
現時或最近職位提供之福利 (可選擇不填寫)

19. Salary Expected 希望獲得之薪酬

20. Date Available 能履新之最早日期

21. Relatives/Friends Working in Little Duck Group Holdings Limited 在小鴨子控股集團任職之親友

Name 姓名	Relationship 關係	Department 部門	Position 職位

22. Referees (Excluding Relatives) 諮詢人 (不包括親屬)

Name 姓名	Occupation 職業	Office Address 辦公地址	Telephone 電話

We may contact these referees with your written permission if we consider offering you the post. 在考慮錄用你時，並獲得你的書面同意後，集團或會聯絡上列諮詢人。

23. Any Other Information Which Will Help to Assess Your Capabilities 有助評估閣下辦事能力之任何資料

24a. Have you ever been found guilty of an offence in a court of law or applied for bankruptcy, whether or not in Hong Kong?

你曾否經香港或香港以外的法庭判定有罪或申請破產？

Yes 是

No 否

If yes, please give details 如有，請列明詳情

Note: The above conditions will not affect Little Duck Group Holdings Limited decision on offer of appointment.

註：小鴨子控股集團不一定因以上情況而不予錄用。

24b. Are you a candidate with a disability? Yes 是
你是否殘疾人士？

No 否

If yes, please indicate nature and degree of disability to facilitate arrangement of examination/interview
如為殘疾人士，請註明殘疾性質及程度，以便作出適當的考試/面試安排

24c. Are you currently on any medication? Yes 是
你是否需要定期服食藥物？

No 否

If yes, please give details 如有，請列明詳情

Note: Candidates with a disability or on medication are considered on equal terms with other applicants.

註：小鴨子控股集團在遴選時對殘疾人士和需要定期服食藥物人士及其他申請人會一視同仁。

25. Declaration 聲明

I understand that if I willfully give any false information or withhold any material information, my application with the group will not be considered. In the event that I was appointed by the group, I shall render myself liable to immediate termination with the service of the Little Duck Group Holdings Limited.

本人明白倘若故意虛報資料或隱瞞事實，本人的申請將不獲考慮；若本人已獲小鴨子控股集團錄用，小鴨子控股集團亦可即時終止本人的僱傭合約。

Date 日期: _____

Signature of Applicant 申請人簽署: _____

EMPLOYMENT REFERENCE CHECK CONSENT FORM

要求提供職位申請人的個人資料授權書

I, _____, (HKID Card No. _____) hereby give consent to my previous and current employer(s) and /or referee(s) as stated on my job application form to release my personal information including employment history, salary, job performance etc. to the Little Duck Group Holdings Limited for the assessment of my job application.

本人_____ (姓名) (香港身份證號碼: _____)

現授權本人前僱主、現僱主及/或在職位申請表上所填報的諮詢人向小鴨子控股集團提供本人的個人資料, 包括本人的受聘記錄、薪酬記錄、受聘期間的工作表現等,

用作評估是次申請之用。

Signature

簽署

Date

日期