



The Clearwater Bay Golf & Country Club

HONG KONG

香港新界清水灣大坳門路 139 號
139 Tai Au Mun Road, Clearwater Bay, New Territories, Hong Kong

職位申請表 APPLICATION FOR EMPLOYMENT

(請以正楷填寫 PLEASE PRINT)

申請職位 POSITION APPLYING FOR	_____	全職 ☐ FULL TIME	兼職 ☐ PART TIME	臨時工 ☐ TEMPORARY
要求薪金 SALARY EXPECTED	港幣 HK DOLLARS(\$)	月薪 ☐ PER MONTH	日薪 ☐ PER DAY	時薪 ☐ PER HOUR
可到職日期 / 現職離職通知期 DATE AVAILABLE / NOTICE PERIOD FOR RESIGNATION	_____			
可否輪班工作 (如適用) WILL YOU WORK ON SHIFT (IF APPLICABLE)	可 ☐ YES	否 ☐ NO		
可否在週末或公眾假期工作 (如適用) WILL YOU WORK ON WEEKENDS & PUBLIC HOLIDAYS (IF APPLICABLE)	可 ☐ YES	否 ☐ NO		

個人資料 PERSONAL DATA

姓(英文) FAMILY NAME	名(英文) GIVEN NAME(S)	中文姓名 CHINESE NAME
_____	_____	_____
出生地點 PLACE OF BIRTH	國籍 NATIONALITY	電子郵件地址 E-MAIL ADDRESS
_____	_____	_____
地址 ADDRESS _____		
流動電話 MOBILE NO.	辦公室電話 OFFICE TEL. NO.	住宅電話 HOME TEL. NO.
_____	_____	_____
如非香港居民或移民,請註明簽證種類 YOU ARE NOT A HONG KONG CITIZEN OR LANDED IMMIGRANT, WHAT TYPE OF VISA DO YOU HOLD _____		
所持簽證有效日期 EXPIRY DATE OF THE VISA	居留香港年數 YEARS OF RESIDENCE IN HONG KONG	
_____	_____	

其他資料 OTHER INFORMATION

曾否受僱於本會 HAVE YOU EVER BEEN EMPLOYED BY THIS CLUB	_____
☐ 有 YES 何時 WHEN	職位 POSITION
☐ 沒有 NO	_____
曾否申請本會職位 HAVE YOU EVER APPLIED FOR A POSITION AT THIS CLUB	_____
☐ 有 YES 何時 WHEN	職位 POSITION
☐ 沒有 NO	_____
現在是否放取工傷病假 ARE YOU ON WORK INJURY LEAVE AT PRESENT	_____
☐ 有 YES	
☐ 沒有 NO	
現在是否領取綜援 DO YOU RECEIVE THE COMPREHENSIVE SOCIAL SECURITY ASSISTANCE AT PRESENT	_____
☐ 有 YES 請註明類別 PLEASE INDICATE THE CATEGORY	
☐ 沒有 NO	
有否任何犯罪紀錄 HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE	_____
(註:如申請人曾犯刑事案或有違反紀律紀錄,不一定因此而不予錄用) (Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to employment)	
☐ 有 YES 請述 PLEASE EXPLAIN	_____
☐ 沒有 NO	

教育程度 EDUCATION / 專業資格 QUALIFICATIONS

請附上有關證明 PLEASE ATTACH ALL RELEVANT TESTIMONIALS

教育及訓練 EDUCATION & TRAINING	學校 / 學院名稱 NAME OF SCHOOL / INSTITUTE	就讀期間 YEARS ATTENDED		獲頒證書 CERTIFICATE AWARDED	獲取年份 YEAR OBTAINED	內部填寫 For Office Use Certificate Yes / No
		由 FROM (月/年) (MM/YY)	至 TO (月/年) (MM/YY)			
小學 PRIMARY SCHOOL						☐ ☐
中學 SECONDARY SCHOOL						☐ ☐
預科 POST SECONDARY SCHOOL						☐ ☐
專上學院或大學 COLLEGE & UNIVERSITY						☐ ☐
						☐ ☐
其他專業資格 OTHER PROFESSIONAL QUALIFICATIONS						☐ ☐
						☐ ☐
						☐ ☐
香港會考 / 香港中學文憑 (____ 年度) H.K.C.E.E. / H.K.D.S.E. (YEAR ____)	英國語文 課程 ENGLISH LANG. SYLL. ()		中國語文 CHINESE LANG.	數學 MATHEMATICS	總合格科目 TOTAL SUBJECTS PASSED	☐ ☐
香港高考 (____ 年度) H.K.A.L. (YEAR ____)	英語運用 USE OF ENGLISH	科目: SUBJECT:	科目: SUBJECT:	科目: SUBJECT:	總合格科目 TOTAL SUBJECTS PASSED	☐ ☐

語言 LANGUAGE

語言 LANGUAGE 請在適當空格內填上“✓” MARK WITH A “✓” TO INDICATE YOUR COMPETENCE LEVEL	會話 SPOKEN				閱讀 READING				書寫 WRITTEN			
	優良 VERY GOOD	良好 GOOD	普通 FAIR	略懂 POOR	優良 VERY GOOD	良好 GOOD	普通 FAIR	略懂 POOR	優良 VERY GOOD	良好 GOOD	普通 FAIR	略懂 POOR
英語 ENGLISH												
中文 / 粵語 CHINESE / CANTONESE												
其他 OTHERS _____												

技能 SKILLS / 執照 LICENSES

電腦技能 (請說明) COMPUTER KNOWLEDGE (PLEASE SPECIFY) _____	
英文打字 TYPEWRITING _____ 字 / 每分鐘 WORDS / MINUTE	中文打字 CHINESE TYPING _____ 字 / 每分鐘 WORDS / MINUTE
執照 / 證書 LICENSES / CERTIFICATES	
日/月/年 DD/MM/YY	
☐ 駕駛執照 DRIVING LICENSE(S) (類別 TYPE _____)	有效至 VALID UNTIL ____/____/____
☐ 保安員許可證 SECURITY PERSONNEL PERMIT	有效至 VALID UNTIL ____/____/____
☐ 泳池救生章 POOL LIFEGUARD AWARD	有效至 VALID UNTIL ____/____/____
☐ 急救證書 FIRST AID CERTIFICATE	有效至 VALID UNTIL ____/____/____
☐ 自動體外心臟去纖維性顫動法 AUTOMATED EXTERNAL DEFIBRILLATION PROVIDER CERTIFICATE	有效至 VALID UNTIL ____/____/____
☐ 建造業安全訓練證明書 (綠卡) CONSTRUCTION INDUSTRY SAFETY TRAINING CERTIFICATE	有效至 VALID UNTIL ____/____/____
☐ 電業工程人員註冊證明書 CERTIFICATE OF REGISTRATION OF ELECTRICAL WORKER (類別 TYPE ____)	有效至 VALID UNTIL ____/____/____
☐ 其他 OTHERS (請說明 PLEASE SPECIFY) _____	有效至 VALID UNTIL ____/____/____
其他技能 OTHER SKILLS (請說明 PLEASE SPECIFY) _____	

受僱紀錄 EMPLOYMENT RECORD

請填報閣下由離開學校至現在之有關工作紀錄（先列現在或最近期工作）

PLEASE COMMENCE WITH YOUR PRESENT OR LAST EMPLOYMENT, ACCOUNTING FOR FULL PERIOD SINCE LEAVING SCHOOL

受僱資料 EMPLOYMENT DETAILS		內部填寫 For Office Use Reference Letter Yes / No	
受僱日期 EMPLOYMENT PERIOD 由 (日/月/年) 至 (日/月/年) FROM (DD/MM/YY) TO (DD/MM/YY)		☐ ☐	
最後受僱職位 LAST POSITION HELD			
公司名稱及地址 COMPANY NAME & ADDRESS			
主要職責 MAIN DUTIES			
最後工資 LAST SALARY 其他津貼/花紅及福利 OTHER ALLOWANCES /BONUS & BENEFITS 港幣 HK\$ _____		☐ ☐	
離職原因 REASON FOR LEAVING			
受僱日期 EMPLOYMENT PERIOD 由 (日/月/年) 至 (日/月/年) FROM (DD/MM/YY) TO (DD/MM/YY)			☐ ☐
最後受僱職位 LAST POSITION HELD			
公司名稱及地址 COMPANY NAME & ADDRESS			
主要職責 MAIN DUTIES			
最後工資 LAST SALARY 其他津貼/花紅及福利 OTHER ALLOWANCES /BONUS & BENEFITS 港幣 HK\$ _____		☐ ☐	
離職原因 REASON FOR LEAVING			
受僱日期 EMPLOYMENT PERIOD 由 (日/月/年) 至 (日/月/年) FROM (DD/MM/YY) TO (DD/MM/YY)			☐ ☐
最後受僱職位 LAST POSITION HELD			
公司名稱及地址 COMPANY NAME & ADDRESS			
主要職責 MAIN DUTIES			
最後工資 LAST SALARY 其他津貼/花紅及福利 OTHER ALLOWANCES /BONUS & BENEFITS 港幣 HK\$ _____		☐ ☐	
離職原因 REASON FOR LEAVING			
受僱日期 EMPLOYMENT PERIOD 由 (日/月/年) 至 (日/月/年) FROM (DD/MM/YY) TO (DD/MM/YY)			☐ ☐
最後受僱職位 LAST POSITION HELD			
公司名稱及地址 COMPANY NAME & ADDRESS			
主要職責 MAIN DUTIES			
最後工資 LAST SALARY 其他津貼/花紅及福利 OTHER ALLOWANCES /BONUS & BENEFITS 港幣 HK\$ _____		☐ ☐	
離職原因 REASON FOR LEAVING			

諮詢人 REFERENCES

請列出最少一位能提供閣下工作表現或相關資料的諮詢人 PLEASE LIST AT LEAST ONE REFEREE WHO CAN GIVE A CONSIDERED OPINION OF YOUR PERFORMANCE / POTENTIAL		
1.	姓名 NAME _____ 公司名稱 (如適用) COMPANY NAME (IF ANY) _____ 地址 (如適用) ADDRESS (IF ANY) _____ 電話 TEL NO. _____	職業 OCCUPATION _____ 關係 RELATIONSHIP _____
2.	姓名 NAME _____ 公司名稱 (如適用) COMPANY NAME (IF ANY) _____ 地址 (如適用) ADDRESS (IF ANY) _____ 電話 TEL NO. _____	職業 OCCUPATION _____ 關係 RELATIONSHIP _____

嗜好 HOBBIES / 屬會 AFFILIATION

嗜好 HOBBIES _____	
會籍 CLUB _____	屬會工職 OFFICES HELD _____
MEMBERSHIP _____	

其他資料 OTHER INFORMATION

從何處獲悉本會的空缺 WHO RECOMMENDED US TO YOU			
報章廣告 ☐ ADVERTISEMENT _____	勞工處 ☐ LABOUR DEPT. _____	學校 ☐ SCHOOL / COLLEGE _____	職業介紹所 ☐ EMPLOYMENT AGENCY _____ (姓名及職位) (NAME & POSITION)
親屬 / 朋友受僱於本會 ☐ RELATIVE / FRIEND EMPLOYED HERE _____			
其他 ☐ OTHERS _____			
其他有助是次應徵之資料 PLEASE STATE ANY OTHER INFORMATION YOU MAY THINK RELEVANT TO THIS APPLICATION			

平等機會聲明 EQUAL OPPORTUNITY STATEMENT

本會為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本會一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、種族、殘疾、婚姻狀況、或家庭崗位而受影響。

The Clearwater Bay Golf & Country Club is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointments are based on the candidates' past working experience, competencies and qualifications regardless of their gender, race, disability, marital status, or family status.

個人資料(私隱)收集聲明 PERSONAL DATA (PRIVACY) NOTICE - USE OF PERSONAL DATA

本會會把申請表上填報的個人資料作辦理是次申請之用。在本表格上提供個人資料，純屬自願性質。假如資料不足，本會可能無法辦理你的申請。根據《個人資料(私隱)條例》第 18 及 22 條和附表一的第 6 原則，你有權查閱和更正個人資料，包括有權索取表格上填報的個人資料副本一份。

The personal data provided on of this form will be used by The Clearwater Bay Golf & Country Club for the processing of this application. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided on this form.

聲明 DECLARATION

本人謹聲明上述資料均已力求詳盡，且正確無誤。本人明白上述如有蓄意省略、虛報或誤導，本人將不被錄用，而縱獲錄取，亦可能遭即時解僱而不能享有任何通知期或代通知金。本人並同意貴會向本人之諮詢人或前僱主查証本人所提供之資料，而對於該等查詢所導致之任何後果，答問雙方均無需負責。

I declare that the above is a correct disclosure. If employed, I agree to abide by all conditions of employment, rules and regulations as they apply to the Club. I understand and agree that misrepresentation, falsification or omission of material fact may cause rejection of my application or immediate dismissal without any advance notice or payment in lieu of notice after employment. I understand and agree that statements made in this application may subject to verification from my former employer(s) and any other person(s) who may have information concerning me and I hereby release any such person from any and all liability for any damage whatsoever incurred in furnishing of notice such information.

申請人簽署 SIGNATURE OF APPLICANT _____

日期 DATE _____