

職位申請表
 (個人資料絕對保密)
APPLICATION FOR EMPLOYMENT
(STRICTEST CONFIDENTIAL)

相
Photo

必須填寫所有空格,如不適用請填“N/A”
All sections have to be answer. “N/A for not applicable”

申請職位

Position applied for : _____

(1) (i) 個人資料 Personal Particulars

姓氏 Surname :	名 Given Names (in full) :		
中文姓名 Name in Chinese :	國籍 Nationality :	性別 : 男 / 女 Sex : M / F	
出生日期 : 日 月 年 Date of Birth : DD MM YY	身份證號碼 HKID Card No. :		
住址 Residential Address :			
在香港工作是否需要簽證 : 是 / 否 To Work In Hong Kong Do You Need The Work Permit : YES / NO			
在上址居住年份 Year(s) Residing At This Address :	電郵地址 Email Address :		
電話號碼 (住址) Telephone No. : (Home)	(手提) (Mobile)	婚姻狀況 : 已婚/單身/離婚/喪偶 Marital Status : Married/Single/Divorced/Widowed	

(ii) 配偶資料 Relevant Particulars of Spouse

配偶 Spouse	
姓名 Name	
職業 Current Occupation	
僱主名稱 (如自僱人士請填公司名稱) Name of His / Her Current Employer (if self-employed, name of company)	

(iii) 父母資料 Relevant Particulars of Parents

	父親 Father	母親 Mother
姓名 Name		
職業 (如已退休,請填寫退休前職業) Current Occupation (If retired, last occupation before retirement)		
是否如父母同住 (是/否) Residing with you (Y/N)		

(iv) 子女相關資料 Relevant Particulars of Child(ren)

	子女 Child (1)	子女 Child (2)	子女 Child (3)
姓名 Name			
性別 Sex			
年齡 Age			
國籍 Nationality			
職業 Current Occupation			
學校名稱 / 僱主名稱 Name of School / Name of Employer			

(2) 教育程度 (請依時間前後排列填寫) Education* (in chronological order)

(i) 中學 Secondary Education (Please send scanned copies of O-level/A-level public examination certificates, if taken those exams.)

年份 (由 / 至) Date (From / To)	學校名稱 Name of School

(ii) 大專院校 Post-Secondary Education

年份 (由 / 至) Year (From / To)	大學 / 大專院校名稱 University / Institution	專業資格 Qualifications Attained

(3) 專業資格 (請依時間前後排列填寫) Professional Qualifications (in chronological order)

專業資格 Professional Qualifications	簽發機構名稱 Full Name of Issuing Authority	認許資格 / 將會認許資格 Level Attained / To Be Attained	頒發年份 / 將會頒發年份 Date Obtained / To Be Obtained

(4) 技能 Skills

打字速度 Typing Speed :	速記速度 Shorthand speed :
電腦知識 Computer Skills:	
其他相關技能 Other relevant skills:	

(5) 工作證明* (請依時間前後排列填寫) Full Employment Record* (in chronological order)

日期 (由 / 至) Date (From / To)	僱主名稱 Name of Employer	職位 Position Held	薪金 (x 12 月) (港幣\$) Latest Salary (x 12 months) (HK\$)	離職原因 Reason for leaving the company

(6) 要求待遇 Expected Salary : _____ 到職日期 Available Date : _____

(7) 有親友在本律師行曾任職或現任職 Relative(s) or friend(s) employed by this Firm :

姓名 Name	關係 Relationship

- (8) 是否有親友現任職法律事務工作？ 是 / 否
Do you have any immediate relative(s) working in this field? YES / NO

(如有，請在下面填寫)

(If "YES", please state below)

姓名 Name	公司名稱 Company Name	關係 Relationship

- (9) 現時是否以全職 / 兼職 / 臨時工方式受聘於香港的法律事務所工作？ 是 / 否
Do you have any full-time / part-time or temporary job in a Hong Kong law firm currently? YES / NO

- (9) 參考 – 請詳細填寫兩位諮詢人資料可證明閣下學歷資格或工作經驗

References – Please give details of 2 persons who are able and willing to comment on your suitability for the post, preferably have knowledge of your recent academic or employment experience.

	諮詢人 Referee (1)	諮詢人 Referee (2)
姓名 Name		
職位 Title		
公司名稱 Company Name		
公司地址 Company Address		
電話號碼 Telephone No.		
推薦信(如適用,請 加"✓"號) Written Reference Available (Please tick where applicable)		

- (10) 是否在香港或其他地方有刑事案底？如有,請加以註明
Do you have any Criminal Record in Hong Kong or Elsewhere? If yes, please specify.
-

WMC Partners, Solicitors

Personal Information Collection Statement Pertaining to Recruitment

The personal data collected in this application form will be used by this Firm to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, bonus payment, and benefits package to be discussed with you subject to selection for the position.

It is our policy to retain the personal data of unsuccessful applicants for further recruitment purposes for a period of 6 months

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it our Admin Manager.

黃麥朱律師行

招聘方面的收集個人資料聲明

本行會將本申請表所收集的個人資料，使用於評估閣下是否適合擔任所申請的職位，以及在閣下獲挑選出任該職位時，用作與閣下商討初步的薪酬、花紅及福利。

本公司的政策是為日後的招聘活動保留求職者的個人資料六個月。

根據〈個人資料(私隱)條例〉，閣下有權要求查閱及改正申請表上所填報的個人資料。如閣下欲行使這項權利，請填妥本公司的〈查閱資料要求表格〉，交回本公司行政經理辦理。