

Personal Data Statement

個人資料聲明

This statement is intended for job applicants to understand the Company's guidelines in handling personal data in the process of employment application.

本聲明是為使職位申請者明白本公司在職位申請過程中處理個人資料之守則。

PURPOSE OF COLLECTING PERSONAL DATA 收集個人資料的目的

- The personal data provided by means of the application form will be used by Central Business Information Limited ("the Company") for the following purposes:
職位申請表提供的個人資料，滙華商業資訊有限公司將作下列用途：
 - activities relating to processing of your application for employment with the Company
辦理台端向本公司提出之工作申請
 - to facilitate communication between the Company and yourself
提供資料作為本公司與 台端通訊之用
 - to form part of your personal records to be kept by the Company if you were employed by the Company
如台端獲本公司聘用，申請表格內之個人資料將成為台端在本公司保存之個人資料的一部份
- The provision of personal data by means of this form is voluntary. Please provide all necessary information, so that the Company has sufficient information to consider your application. If you were not successful in this application, your records will be destroyed after a period of six months.
在表格內提供個人資料，純屬自願性質。請提供所有所需資料，以便本公司有足夠資料考慮 台端之申請。如 台端不獲受聘， 台端之個人資料將在六個月後銷毀。

ACCESS TO PERSONAL DATA 查閱個人資料

You have a right of access and correction with respect to personal data as provided for in sections 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 by this form.

根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 項原則的規定， 台端有權查閱及改正個人資料。 台端查閱資料的權利包括 台端有權取得由這份表格所提供關於 台端的個人資料之副本。

ENQUIRY 查詢

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

關於這份表格所收集的個人資料，包括查閱及改正資料，如有查詢，請聯絡：

Human Resources Division
Central Business Information Limited
21/F., Winland Square,
318 Hennessy Road,
Wanchai, Hong Kong
Tel.: 25422199

香港灣仔軒尼詩道318號
永倫立方 21 樓
滙華商業資訊有限公司
人力資源部
電話：25422199



PRIVATE & CONFIDENTIAL 密件

Job Application Form

職位申請表

Please read the Personal Data Statement before completing this form.

在填寫這表格前，請參閱個人資料聲明。

POSITION APPLIED FOR 申請職位					
APPLICANT PARTICULARS 申請人資料					
Name in English as shown in ID Card 身份證英文姓名				Name in Chinese as shown in ID Card 身份證中文姓名	
Address 住址					
Telephone No. (Home) 住址電話號碼				Mobile Phone No. 流動電話號碼	
Date of Birth (DD/MM/YYYY) 出生日期 (日 / 月 / 年)				Marital Status 婚姻狀況	
HKID Card / Passport No. 香港身份證 / 護照號碼				Email address 電郵地址	
EMPLOYMENT HISTORY (IN CHRONOLOGICAL ORDER) 工作經驗 (以最近年期依次列出)					
From (MM/YYYY) 由 (月 / 年)	To (MM/YYYY) 至 (月 / 年)	Name of Employer 僱主名稱	Position 職位	Last Salary 最後薪金	Reason for Leaving 離職原因
Please describe your key job responsibilities. 請描述您的主要職能					
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EDUCATION LEVEL / PROFESSIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER) 教育程度 / 專業資格 (以最近年期依次列出)					
From (MM/YYYY) 由 (月 / 年)	To (MM/YYYY) 至 (月 / 年)	Name of College / Institute 學院 / 機構名稱	Certificate / Diploma / Degree Attained / Qualification 考獲之證書 / 考獲資格		
OTHER INFORMATION 其他資料					
Notice period to present employer. 需給予現有僱主之通知期		Able to offset notice? 可否以假期取代?	Yes(是) / No(否)		
Earliest available date 最早可以上班之日期		Expected Salary Package 要求薪金待遇			
HOBBIES / ACTIVITIES / VOLUNTARY SERVICES 嗜好 / 康樂活動 / 義工服務					
SOURCE(S) OF YOUR APPLICATION 得悉此職位空缺的途徑					
Advertisement 廣告					
Recruitment Agency 招聘公司					



Staff 職員	Name 姓名	Relationship 關係	Division / Department 部門
<p>I have read and understood the purpose of Central Business Information Limited in collecting personal data and declare the information given in this form is true and correct. 本人明白滙華商業資訊有限公司收集個人資料之目的，並謹此聲明在此申請表所呈報的資料均為正確無誤。</p> <p>Signature of Applicant: _____ Date: _____ 申請人簽署 日期</p>			

Please complete this form as detailed as possible to enable the Company to give your application full consideration. All information given will be treated in the strictest confidence and no details will be disclosed to any other party without your prior consent.

為使本公司能詳細考慮 台端之申請，請在表格內提供詳盡的個人資料。 台端所提供的資料，將絕對保密，未取得台端同意前，本公司不會向外界披露有關資料。