

Personal Data Statement

个人资料声明

This statement is intended for job applicants to understand the Company's guidelines in handling personal data in the process of employment application. Should there be any inconsistencies between the languages, the English version shall prevail.

本声明是为使职位申请者明白本公司在职位申请过程中处理个人资料之守则。如因不同语文出现的任何内容不一致，概以英文版本为准。

PURPOSE OF COLLECTING PERSONAL DATA 收集个人资料的目的

- The personal data provided by means of the application form will be used by CBI Business Information (Malaysia) Sdn Bhd ("the Company") for the following purposes:
职位申请表提供的个人资料，CBI Business Information (Malaysia) Sdn Bhd ("本公司") 将作下列用途：
 - activities relating to processing of your application for employment with the Company
办理_台端向本公司提出之工作申请
 - to facilitate communication between the Company and yourself
提供资料作为本公司与_台端通讯之用
 - to form part of your personal records to be kept by the Company if you were employed by the Company
如_台端获本公司聘用，申请表格内之个人资料将成为_台端在本公司保存之个人资料的一部份
- 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 seven years.
在表格内提供个人资料，纯属自愿性质。请提供所有所需资料，以便本公司有足够资料考虑_台端之申请。如_台端不获受聘，_台端之个人资料将在七年后销毁。

ACCESS TO PERSONAL DATA 查閱個人資料

By submitting your job application, you agree to the collection, use, and disclosure of your personal data for the purpose of processing your job application. Your personal data may be disclosed to third parties for this purpose.

通过提交您的求职申请，即表示_台端同意本公司收集、使用和披露_台端的个人数据以处理_台端的求职申请。台端的个人数据可能会被披露给第三方以实现这个目的。

You have the right to access and correct your personal data held by the organization under the Personal Data Protection Act 2010 (PDPA) of Malaysia. If you have any questions or concerns about the collection, use, or disclosure of your personal data, please contact the Human Resources Division (ocjob@cbil.com.hk).

根据马来西亚个人数据保护法2010年（PDPA），台端有权访问和更正由本公司持有的您的个人数据。如果_台端对本公司收集、使用或披露_台端的个人数据有任何问题或疑虑，请联系本公司人力资源部门(ocjob@cbil.com.hk)。

Providing your personal data is voluntary, but necessary for the organization to process your job application. If you do not agree to the collection, use, and disclosure of your personal data, please do not submit your application.

提供个人数据是自愿的，但是对于本公司处理_台端的求职申请是必要的。如果_台端不同意收集、使用和披露_台端的个人数据，请不要提交您的申请。

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:

关于这份表格所收集的个人资料，包括查阅及改正资料，如有查询，请联络：

Human Resources Division
Central Business Information (Malaysia) Sdn Bhd
Tel.: +60 4-202 2049
Email: ocjob@cbil.com.hk

汇华商业资讯有限公司
人力资源部
電話：+60 4-202 2049
電郵：ocjob@cbil.com.hk



PRIVATE & CONFIDENTIAL 密件

Job Application Form
职位申请表

Please read the Personal Data Statement before completing this form.
在填写这表格前，请参阅个人资料声明。

POSITION APPLIED FOR 申请职位			
APPLICANT PARTICULARS 申請人資料			
Full name as shown in ID Card 身份证英文姓名			
First name 名字		Middle name 中间名	
Last name 姓氏		Preferred name 首选名字	
Address 住址			
Telephone No. (Home) 住址电话号码		Mobile Phone No. 流动电话号码	
Date of Birth (DD/MM/YYYY) 出生日期 (日 / 月 / 年)		Marital Status 婚姻状况	
ID Card / Passport No. 身份证 / 护照号码		Are you a Malaysian citizen? 您是马来西亚公民吗？	Yes(是) No(否)
Have you ever been convicted of a felony or a criminal offense in any jurisdiction? 您是否曾在任何司法管辖区被定罪犯有重罪或刑事犯罪记录？	Yes(是) No(否)	Are you legally eligible to work in Malaysia? 您是否有合法在马来西亚工作的资格？	Yes(是) No(否)
If "No", please specify if there are any restrictions or limitations on your eligibility to work in Malaysia: 如“否”，请说明您在马来西亚工作资格的限制：			
Email address 电邮地址			



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 雇主名称	Position 职位	Last Salary 最后薪金 (MYR)	Reason for Leaving 离职原因
Please describe your key job responsibilities. 请描述您的主要职能					
Please describe your key job responsibilities. 请描述您的主要职能					
Please describe your key job responsibilities. 请描述您的主要职能					
Please describe your key job responsibilities. 请描述您的主要职能					
Please describe your key job responsibilities. 请描述您的主要职能					



EDUCATION LEVEL / PROFESSIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER) 教育程度 / 专业资格 (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 学院 / 机构名称	Certificate / Diploma / Degree Attained / Qualification 考获之证书 / 考获资格
OTHER INFORMATION 其他資料			
Notice period to present employer. 需给予现有雇主之通知期		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 (MYR)	
HOBBIES / ACTIVITIES / VOLUNTARY SERVICES 嗜好 / 康乐活动 / 义工服务			
SOURCE(S) OF YOUR APPLICATION 得悉此职位空缺的途径			
Advertisement 广告			
Recruitment Agency 招聘公司			
Staff 职员	Name 姓名	Relationship 关系	Division / Department 部门
I have read and understood the purpose of CBI Business Information (Malaysia) Sdn Bhd in collecting personal data and declare the information given in this form is true and correct. 本人明白 CBI Business Information (Malaysia) Sdn Bhd 收集个人资料之目的，并谨此声明在此申请表所呈报的资料均为正确无误。			
Signature of Applicant: _____ 申请人签署		Date: _____ 日期	

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. The Company reserves the right to the final interpretation of this document.

为使本公司能详细考虑 台端之申请，请在表格内提供详尽的个人资料。台端所提供的资料，将绝对保密，未取得 台端同意前，本公司不会向外界披露有关资料。本公司保留一切对此文件的最终解释权。