

# APPLICATION FOR EMPLOYMENT



Position Applied : .....					Date : .....		<b>Photo</b> (Optional)
<b>PERSONAL PARTICULARS</b>							
English Name <u>on HKID Card / Passport</u>				Chinese Name			
(Surname) (First name)							
HKID No. / Passport No. : ( ) Nationality :							
Phone No. : (Residential) (Mobile)							
Date of Birth : ..... (dd / mm / yy)			E-mail Address : .....				
			Residential Address : .....				
			.....				
<b>EDUCATION ATTAINMENT</b>							
<b>SECONDARY &amp; POST-SECONDARY</b>							
School		Public Examination	Results (Year attained)				
			English	Chinese	Mathematics	No. of Other Subjects Passed	
			( Yr. )	( Yr. )	( Yr. )	( Yr. )	
			( Yr. )	( Yr. )	( Yr. )	( Yr. )	
<b>TERTIARY</b>							
University / College		Qualification Obtained / Major		Year Graduated		G.P.A. (please fill in if you have not yet graduated)	
<b>PROFESSIONAL QUALIFICATIONS</b>							
Qualification (e.g. ACCA / ACIS)		Status (e.g. student member please state outstanding papers to attempt)					
<b>OTHER COURSE(S) STUDIED / STUDYING</b>							
Institution		Course				Period From / To	
IELTS RESULT (if taken): Level .....							
<b>CAREER OBJECTIVE</b>							
Please describe your short term and long term career plans for the coming years :							
.....							
.....							
.....							
.....							
<b>WORKING EXPERIENCE :</b> (Please state the <u>latest</u> one first. Original supporting document(s) will be requested when appointment is offered.)							

Name of Company	No. of Employees	Position Held	Duration (-years- months)		Last Monthly Salary x No. of Months + Monthly Allowance (nature of allowance)	Job Duties
			From	To		
					HKD ..... X .....+ HKD ..... (.....)	
					HKD ..... X .....+ HKD ..... (.....)	
					HKD ..... X .....+ HKD ..... (.....)	

**WORK SKILLS :** (Please tick the appropriate box(es))

<input type="checkbox"/>	Language (s) ( English	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Little )	<input type="checkbox"/>	Computer Skill (s)	<input type="checkbox"/> Word / <input type="checkbox"/> Excel / <input type="checkbox"/> Access / <input type="checkbox"/> Power Point
	(Mandarin	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Little )		Accounting Package	<input type="checkbox"/> ACCPAC / <input type="checkbox"/> MAS / <input type="checkbox"/> DACEASY/ <input type="checkbox"/> FLEX /
	(Others .....)	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Little )		<input type="checkbox"/> ACCOUNT / <input type="checkbox"/> SUN ACCOUNT / <input type="checkbox"/> MYOB	
					<input type="checkbox"/> Others ..... .....

**REFERENCES**

Please provide contact information of two persons to whom reference may be made:

Name : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Name : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

**AVAILABILITY**
☐ Earliest Date Available : .....

**MISCELLANEOUS INFORMATION :** (Please tick the appropriate box(es). If "Yes", please give particulars)

Do you have relatives / friends working in Horwath?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Name : ..... Relationship : .....				
Have you ever been convicted of a crime or offence in Hong Kong or elsewhere (including any conviction which is now removed from official record(s)) or have you been charged with any crime or offence that is currently awaiting legal action ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**DECLARATION :**

I hereby declare that I have completed this application form to my best knowledge and in accordance with the truth. If the above information is found to be untruthful in any way, I understand that I could be discharged from service without any prior notice. I understand its content and agree with the practice of your Company in using my personal data.

Applicant's Signature : \_\_\_\_\_

Date : \_\_\_\_\_