

- ☐ 邱在光合伙會計師行有限公司
- ☐ 國際秘書有限公司

**C K Yau & Partners CPA Limited**  
**International Secretaries Limited**

### Job application form

Post applied for : \_\_\_\_\_

Notes for applicants			
All information given in this form will be treated in STRICT CONFIDENCE. Information provided by unsuccessful candidates will be destroyed after the appointment exercise has been completed.			
SECTION 1: PERSONAL PARTICULARS			
Title Mr/Mrs/Ms *	Surname	Given name(s) in full	
Name in Chinese (if any)	English Name (if any)	Hong Kong I.D. Card No.	
Date of birth (DD/MM/YYYY)	Place of birth	Nationality	
Marital status	Hong Kong Correspondence address		
Hong Kong contact number (Home)	Hong Kong contact number (Mobile)	Email address	
Language skills ( Level 1 : Lowest , Level 5 : Highest) Cantonese : Native / Intermediate / Limited    English : Native / Intermediate / Limited			
SECTION 2. EDUCATION & ACADEMIC/PROFESSIONAL QUALIFICATIONS (in chronological order)			
Date (Month/Year) From/To	Name of educational/ professional institution	Qualifications & awards obtained	Date issued

\* Please delete whichever is not applicable.

**SECTION 3. RESULTS IN PUBLIC EXAMINATIONS (in chronological order)**

Year	Public examination(s)	Subjects and grades

**SECTION 4. WORKING EXPERIENCE (in chronological order)**

Date (Month/Year) From/To	Name of employer	Position	Salary	Reason of leaving

**SECTION 5. OTHERS**

Salary expected :

Date available :     /     /  
(DD/MM/YYYY)**SECTION 6. DECLARATION**

I declare that the information given in this application form and, if applicable, my resume is correct and complete to the best of my knowledge. I understand that if I willfully give false information or withhold any material information, the company has every right to rescind any verbal/written offer of employment.

Applicant's signature

Date

**SECTION 7. FOR OFFICE USE ONLY**

Test :            /10	Appearance :            /5	Interpersonal skills :            /5
Communication skills :            /5	Motivation :            /5	Initiative :            /5

Recommendation:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Service commencing :	Starting salary :
Reference No. :	Team :