

PROvention

EVENT • EXHIBITION

職位空缺 Vacancy Information	
申請職位 Position applied for:	

個人資料 Personal Information			
姓名: (英文) English		(中文) Chinese	
出生日期: Date of Birth:		性別: Sex:	
身份證或護照號碼 ID/Passport no:			
住宅/通訊地址* Home/Correspondence Address:			
電話號碼 Tel. No.: Home		流動電話 Mobile Phone:	電郵地址 E-mail Address:

學歷 (請由現在或最近之學歷開始) Academic Qualifications (Please start with the latest qualification attained)				
中學/專上學院及大學 Secondary, Tertiary Institution & University	由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	所獲資格 Qualification Attained	頒發日期 Date of Issue

工作經驗 (請由現在或最近之學歷開始) Working Experience (Please start with the latest qualification attained)				
公司 Company	由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	工作職位 Job Title	主要職務 Job Duties

電腦及打字技能 Computer And Typing Skill	
Software Application:	Microsoft Office <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other:
English: w.p.m	Chinese: <input type="checkbox"/> 倉頡 w.p.m <input type="checkbox"/> 速成 w.p.m <input type="checkbox"/> Other: w.p.m
Other skills:	

Declaration

1. I agree that the personal data collected in this application form will be used by Provention Limited for recruitment purposes and information collected will be treated in strict confidence.
2. I will not seek or accept any kind of employment from Provention's client to whom I have been introduced or assigned to work for with notifying Provention writing.
3. I acknowledge that Provention will take all practicable steps to keep my personal data confidential but Provention may transfer/assign such data to the following parties:
(a) any agent, contractor or third party who provides services to Provention with respect to matters relating to my application for employment with the Corporation, and
(b) any person to whom Provention are under an obligation to make disclosure under the requirements of any law binding on Provention.
4. I declare that the statements made by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in summary dismissal without any compensation. I have read and understand this agreement.

Do you have any criminal record in or outside of Hong Kong? Yes No

Signature _____

Date _____

-----**For Office Use Only**-----

語文能力 Languages				
	Cantonese 廣東話	Mandarin 普通話	English 英文	Others:
Spoken Level 談話				
Written Level 書寫				

可工作時段 Availability							
Status: 1. Short-term period: _____ MM/YY – MM/YY							
	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday	星期日 Sunday

Comment: _____
