



Shougang Concord Grand (Group) Limited
首長四方(集團)有限公司及其附屬公司

APPLICATION FOR EMPLOYMENT

職位申請表

PRIVATE AND CONFIDENTIAL

Position Applied (申請職位)	Date Available (上班日期)
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Personal Particulars (個人資料)

Full Name (姓名) *Mr / Ms Surname Other Names	Chinese Name (中文姓名)
*HKID Card / Passport No. (身份證 / 護照號碼)	Contact Tel. No. 電話號碼
Residential Address (地址)	
Correspondence Address (if different from the above address)	

Education (學歷)

Name of School / College / University	Period (Month / Year)		Qualification Attained
	From	To	

Professional Qualification (特定專業)

Name of Issuing Authority	Date of Issue	Professional Qualification Attained

Employment Record (工作經驗) (Please start with present position)

Name of Company	Last Position	Employment Period (Month / Year)		Basic Monthly Salary	Other Allowances/ Commission	Reason for Leaving
		From	To			

Job-related Skills (有關技能)

Please indicate by using G (Good), F (Fair) or P (Poor)

English	Cantonese	Mandarin	Others
Computer Knowledge (List names of software used)			

Reference (查詢人)

Are you referred by staff of Shougang Group of Companies? *Yes / No	If yes, please state full name and relationship	
	Name	Relationship

Please list two referees (exclude relatives) who know you. Business references are preferred.

Name	Relationship	Occupation	Company Name & Address	Tel. No

Expected Salary	HK\$	x	months
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