



**Skill & Abilities 技能** Place a check mark (✓) to the left of each of the following in which you are experienced or trained. 請在適當空格內加「✓」號。

<input type="checkbox"/> Commercial Correspondence 商業信扎	<input type="checkbox"/> Ice Carving 冰彫刻	<input type="checkbox"/> Computer System 電腦, Please List:列明: _____
<input type="checkbox"/> PABX Telephone System 按鈕式電話系統	<input type="checkbox"/> Shorthand 速記	_____
<input type="checkbox"/> Audio Typing 聽覺打字	<input type="checkbox"/> Aspen System 會所管理系統	_____

**DECLARATION**

有關本人職位申請書上所填寫之一切均真實正確，如有藉詞虛報者，自願接受香港足球會立即解僱之處分，本人並授權香港足球會向以上僱主查詢本人之任職記錄。

This employment application completed by me is true and correct. A false statement or dishonest answer to any questions may be grounds for my immediate discharge from employment with the Hong Kong Football Club. I also authorise any investigation into my records with the employer(s) listed above.

日期  
Date \_\_\_\_\_

申請人簽署及姓名  
Applicant's Signature & Name \_\_\_\_\_

**FOR OFFICE USE ONLY**

Interview Assessment: 1 - Questionable 2 - Unfavourable 3 - Fair 4 - Satisfactory 5 - Favourable

PERSONAL QUALITY	Human Resources	Department Heads	Remarks
APPEARANCE/GROOMING			
ATTRIBUTE			
PERSONALITY			
COMMUNICATION SKILL			
JOB REQUIREMENT			
PHYSICAL			
JOB KNOWLEDGE			
EXPERIENCE			
FLEXIBILITY			
ENGLISH			
LANGUAGE CANTONESE			
OTHERS			

Interview Result  Accepted  Declined

Human Resources

Signature : \_\_\_\_\_

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

Accepted  Declined

Department Head

Signature : \_\_\_\_\_

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

**HUMAN RESOURCES FOLLOW UP :**

Position Offered : \_\_\_\_\_

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

Uniform Fitted on : \_\_\_\_\_

Basic Monthly Salary : \_\_\_\_\_

Medical Exam Taken On : \_\_\_\_\_

## TO WHOM IT MAY CONCERN

In connection with my application for an employment with Hong Kong Football Club. I, \_\_\_\_\_, holder of Hong Kong ID/Passport No. \_\_\_\_\_ hereby authorize the Human Resources Department of Hong Kong Football Club to obtain information regarding my qualifications/training from any institute deemed necessary and record of my employment from my previous and current employer(s).

I understand the information obtained will be for internal use by Hong Kong Football Club.

有關本人申請香港足球會之職位；本人 \_\_\_\_\_

持有身份證/護照號碼 \_\_\_\_\_ 謹此授權香港足球會

人力資源部向本人之現任或前任僱主收取本人與僱傭有關之資料。

本人了解貴會所收取之資料只供香港足球會內部參考之用途。

姓名

Name: \_\_\_\_\_

簽署

Signature: \_\_\_\_\_

日期

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