

**JOB APPLICATION FORM**

**職位申請表**

**Please read the Personal Data Collection Statement on the last page before completing the application form.
在填寫本申請表前，請先細閱末頁之收集個人資料聲明。**

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| **Position Applied For 申請職位** | **Expected Salary 要求薪金** |
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| **From where did you learn of the vacancy? 從何得悉此職位空缺？** |   |
| **Possible Employment Start Date/Notice Period 可上班日期/通知期** |   |
| **Have you applied for any position of E.Sun Commercial Bank before? 你曾否向玉山銀行申請過任何職位?** |
| [ ] Yes有 [ ] No否 (Please state請註明: Applied position 申請職位:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| **APPLICANT PARTICULARS****申請人資料** | \*Must be the same as HKID**需與身份證相同** |
| **Full Name in English英文全名\* (Nickname 暱稱)** | **Full Name in Chinese中文全名\*** |
| [ ] Mr. [ ] Ms. [ ] Miss. | ( ) |  |
| **Date of Birth (YYYY/MM) 出生日期 (年 / 月)** | **Contact Number 聯絡電話** |
|   |  |
| **E-mail Address 電郵地址** | **Residential Address居住地點** |
|  | [ ] 香港HK [ ] 九龍Kln [ ] 新界NT \_\_\_\_\_\_\_\_\_\_\_\_區 |
| **Are you a permanent resident of the Hong Kong Special Administration Region? 你是否為香港特別行政區永久性居民?** | [ ] Yes是 [ ] No否 |
| **If not, do you have a valid HKSAR working visa? 若否，你是否持有有效的香港特別行政區之工作簽證?**  (Visa Type 簽證類別:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | [ ] Yes是 [ ] No否 |
| **Have you ever been found guilty of any offence in a court of law, whether or not in Hong Kong?** **你曾否經香港或其他地方法庭裁定有罪？** | [ ] Yes有 [ ] No沒有 |

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| **EDUCATION (Please start with your most recent qualification attained)** **教育程度 (請由最近取得之學位開始填寫)** |
| **Degree學位** | **Name of School學校名稱** | **Faculty學系** | **GPA / Scores****成績** | **就讀期間（年／月）****Period (Year/ Month)** |
| **From由** | **To至** |
|   |  |  |  |  |  |
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| **Hong Kong Diploma of Secondary Education(HKDSE) Results 香港中學文憑考試成績：** |
| ( ) Chinese Language中文 | ( ) English Language英文 | ( ) Mathematics數學 | ( ) Best Elective: 最佳選修科： |

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| **OTHER ACTIVITIES (e.g. Extra-curricular activities/Volunteer activities)****其他活動 (例：課外活動/義工活動)** |
| **Activities****活動** | **From (yyyy/mm)****由 (年 / 月)** | **To (yyyy/mm)****至 (年 / 月)** |
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| **PROFESSIONAL QUALIFICATIONS (Please start with your most recent qualification attained)專業資格 (請由最近考獲之證書/資格開始填寫)** |
| **Name of College / Institute學院 / 機構名稱** | **Qualification / Type of Membership Attained考獲資格 / 會員類別** | **Date of Attained (yyyy/mm)考獲日期 (年 / 月)** |
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| **EMPLOYMENT / HISTORY (Please start with your most recent employment) 工作經驗 (請由最近之職位開始填寫)** |
| **To (yyyy/mm)****至 (年/月)** | **Name of Employer僱主名稱** | **Last Position 職位 (**[ ] **Full Time全職** [ ] **Part Time兼職)** |
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| **From (yyyy/mm)****由 (年/月)**  | **Reason of Leaving 離職原因** [ ]  Present **在職** | **Last Salary 最後薪金** |
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| **To (yyyy/mm)****至 (年/月)** | **Name of Employer僱主名稱** | **Last Position 職位 (**[ ] **Full Time全職** [ ] **Part Time兼職)** |
|   |  |  |
| **From (yyyy/mm)****由 (年/月)**  | **Reason of Leaving 離職原因** | **Last Salary 最後薪金** |
|   |  |  |
| **To (yyyy/mm)****至 (年/月)** | **Name of Employer僱主名稱** | **Last Position 職位 (**[ ] **Full Time全職** [ ] **Part Time兼職)** |
|   |  |  |
| **From (yyyy/mm)****由 (年/月)**  | **Reason of Leaving 離職原因** | **Last Salary 最後薪金** |
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| **LANGUAGES & SKILLS****語言** |
|  | **Speak 講** | **Read 讀** | **Write 寫** |
| Excellent優 | Good良 | Average常 | Poor劣 | Excellent優 | Good良 | Average常 | Poor劣 | Excellent優 | Good良 | Average常 | Poor劣 |
| **English 英語** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Chinese 中文** | Not Applicable 不適用 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Cantonese廣東話** | [ ]  | [ ]  | [ ]  | [ ]  | Not Applicable 不適用 | Not Applicable 不適用 |
| **Mandarin普通話** | [ ]  | [ ]  | [ ]  | [ ]  | Not Applicable 不適用 | Not Applicable 不適用 |
| **Relevant Skills 相關技能** |
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| **OTHER PERSONAL INFORMATION****其他個人資料** |
| **Household Members 同住家人** | **Hobbies 興趣** |
| [ ] 父親Father [ ] 母親Mother [ ] 姊[ ] 妹Sister [ ] 兄[ ] 弟Brother[ ] 丈夫Husband [ ] 妻子Wife [ ] 子Son [ ] 女Daughter [ ] 其他Others:\_\_\_\_\_\_\_\_\_ |  |
| **Do you have any close relatives working in the financial sector? 你有沒有親屬在金融業工作?** |
| [ ] Yes有 [ ] No否 (Please state請註明: Relationship 關係:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| **If you have any close relatives relative(s)/friend(s) currently working in E.Sun Commercial Bank, please state their names, positions and relationship to you.如你有親屬/朋友於玉山銀行香港分行工作，請列明其姓名、職位及與閣下之關係。** |
| **Name** **姓名** | **Department** **部門** | **Relationship** **關係** |
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**PERSONAL DATA COLLECTION STATEMENT個人資料收集聲明**

1. 本公司收集閣下的個人資料，以處理及跟進其以填表方式提出的職位申請。本公司所收集閣下的個人資料，會用於處理閣下有關職位申請的要求或查詢。The collection of personal data is necessary in order to process and follow up on the application you submitted. Information collected from you will be used for the purpose of processing your application or other employment-related matters.

2. 閣下應於申請表上填妥完整的資料以便本公司作篩選用途。如閣下未能提供有關資料，將可能影響閣下的申請結果。Providing full and complete information in your application and/or completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.

3. 本公司所收集得的個人資料將會絕對保密。本公司可將資料提供予有關部門作與職位申請有關的用途。除非獲得資料當事人同意或在法律強制下，否則本公司不會向外界機構或團體披露當事人在作出要求或查詢時所提供的任何個人資料。Information we collect about you is strictly confidential. Data may be provided to the appropriate departments in the Company for recruitment and employment-related purposes. We will not disclose any personal information provided in your application to any external bodies or organizations unless your consent have been received or we are required to do so by law.

4. 除非特別列明，本公司一般會保留求職者於職位申請表所提供的資料二十四個月。當本公司的其他部門有合適空缺時，閣下的個人資料可能會被轉交至有關部門以考慮閣下的職位申請。此後，閣下的個人資料將會被銷毀。It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of not longer than twenty-four months. When there are similar vacancies in other departments during that period, we may transfer your application to them for consideration of employment. Thereafter, your application together with all material you provide will be disposed of.

5. 根據《個人資料 (私隱) 條例》，你可聯絡本公司要求查閱及改正申請表上所填報的個人資料：香港九龍尖沙咀廣東道9號港威大廈第六座28樓人力資源部。According to the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application by contacting the Company’s Personal Data Privacy Officer at the Human Resources Department, at 28/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong.

I have read and understood the purpose of E. Sun Commercial Bank Ltd., Hong Kong Branch in collecting personal data and declare the information given in this form is true and correct.

本人明白玉山銀行香港分行收集個人資料之目的，並謹此聲明在此申請表所呈報的資料均為正確無誤。

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| Signature of Applicant 申請人簽署(Full name in block capitals正楷全名) |  | Date 日期 |
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