



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。

Position Applied For 申請職位	Expected Basic Salary (Monthly) 期望待遇 (每月底薪)
From where did you learn of the vacancy? 從何得悉此職位空缺?	
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? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes, please state the applied position 有，請註明申請職位: _____	
Possible Employment Start Date/Notice Period 可上班日期/通知期	

APPLICANT PARTICULARS 申請人資料		*Must be the same as HKID 需與身份證相同	
Title 稱謂 <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.	Full Name in English 英文全名* (Nickname 暱稱) ()	Full Name in Chinese 中文全名*	
Residential Address 居住地點 <input type="checkbox"/> HK 香港島 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 _____ 區		Date of Birth (YYYY/MM) 出生日期 (年 / 月)	
E-mail Address 電郵地址		Contact Number 聯絡電話	
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?		<input type="checkbox"/> Yes 是 <input type="checkbox"/> 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?		<input type="checkbox"/> Yes 是； <input type="checkbox"/> No 否 Visa Type 簽證類別: _____ Expiration Date 簽證到期日: _____	

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	Major (& Minor) 主修學科 (及副修學科)	GPA / Scores 成績	From (yyyy/mm) 由 (年/月)	To (yyyy/mm) 至 (年/月)
Public Exam Results 公開考試成績: <input type="checkbox"/> HKDSE <input type="checkbox"/> IB <input type="checkbox"/> GCE A-Level <input type="checkbox"/> International A-Level <input type="checkbox"/> AP <input type="checkbox"/> Others 其他: _____		Chinese 中文	English 英文	Maths 數學	Other subject 其他科目

EMPLOYMENT HISTORY (Please start with your most recent employment) 工作經驗 (請由最近之職位開始填寫)		
From (yyyy/mm) 由 (年/月)	Name of Employer 僱主名稱	Last Position 職位 (<input type="checkbox"/> Full Time 全職 <input type="checkbox"/> Part Time 兼職)
To (yyyy/mm) 至 (年/月)	Reason of Leaving 離職原因 <input type="checkbox"/> Present 在職	Last Salary 最後薪金 Basic Salary 底薪 _____ x _____ Month(s)月
From (yyyy/mm) 由 (年/月)	Name of Employer 僱主名稱	Last Position 職位 (<input type="checkbox"/> Full Time 全職 <input type="checkbox"/> Part Time 兼職)
To (yyyy/mm) 至 (年/月)	Reason of Leaving 離職原因	Last Salary 最後薪金 Basic Salary 底薪 _____ x _____ Month(s)月

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)

LANGUAGES & OTHER SKILLS 語文能力及其他技能

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese 中文					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese 廣東話					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Mandarin 普通話	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Typing 打字	English Typing 英文打字速度 _____ wpm				Chinese Typing 中文打字速度 _____ wpm				<input type="checkbox"/> Cangjie 倉頡	<input type="checkbox"/> Simplified Cangjie 速成	<input type="checkbox"/> Others 其他 _____	

Other Relevant Skills 其他相關技能

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)

OTHER PERSONAL INFORMATION 其他個人資料

Household Members 家庭成員 <input type="checkbox"/> Father 父親 <input type="checkbox"/> Mother 母親 <input type="checkbox"/> Sister 姊妹 <input type="checkbox"/> Brother 兄弟 <input type="checkbox"/> Husband 丈夫 <input type="checkbox"/> Wife 妻子 <input type="checkbox"/> Son 子 <input type="checkbox"/> Daughter 女 <input type="checkbox"/> Others 其他: _____	Hobbies 興趣
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Do you have any close relatives working in the financial sector? 你有沒有親屬在金融業工作?

No 沒有 Yes, Please state relationship 有，請註明關係: _____

If you have any close relatives or friends currently working at E.Sun Commercial Bank, please state their names, positions and your relationship to them.
 如果你有親屬/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

Self-Declaration 個人聲明

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？	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes, please specify 有，詳情 _____
Have you ever been rejected for membership admission/ registration or disqualified, condemned, taken disciplinary action, reprimanded, or being investigated by any regulatory bodies or criminal investigatory bodies in Hong Kong or any places? 你是否曾在香港或其他地方被專業團體或監管機構拒絕入會/註冊、取消資格、譴責、紀律處分、公開申訴或受規管機構/刑事調查機構採取紀律行動或進行調查？	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes, please specify 有，詳情 _____
Do you have any voluntary/non-voluntary part time work in Hong Kong or any places? 你現時有否在香港或其他地方擔任任何義務或非義務的兼職工作？	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes, please specify 有，詳情 _____
Have you ever been taken any disciplinary actions required to resign, terminated contract, dismissed or summarily dismissed by any previous or current employers? 你是否現在或曾經被任何一位前僱主或現任僱主予以任何紀律處分、終止僱傭合約、要求自動離職、解僱或即時解僱？	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes, please specify 有，詳情 _____

PERSONAL DATA COLLECTION STATEMENT 個人資料收集聲明

1. 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.
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。
2. 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.
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。
3. 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.
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。
4. 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.
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。
5. 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 Human Resources Department, at 28/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong.
根據《個人資料 (私隱) 條例》，你可聯絡本公司人力資源部以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。

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。

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

Date 日期

(e-signature is accepted 接受電子簽名)