



Employee's Personal Particular

Position Applied		Mobile / Direct Tel.	
Earliest Availability		Expected Salary	
Personal Information			
Full Name (English)		Sex	
Date & Place of Birth		Age	
HKID No.		Passport No.	
Address			
Name of Spouse		Marital Status	
No. of Child. & Age			
Posts Held and Experience			
From / To	Employer / Company	Position Held	Major Duties / Last Salary
Professional / Other Qualifications			
Knowledge & Other Skill			
Language :			
Education			
From / To	Name of School / College	Subjects	Standard Passed
Character Referees (do not list relatives or employers)			
Name	Address	Contact No.	Occupation / Relation

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Source		Advertisement	Direct Apply	Referral	Others
Record of Interview					
Date & Time	Interviewer	General Comments			Next Interview
Interview Remarks					
	Outstanding	Good	Not Qualified	Remarks / Comments	
General Appearance					
Courtesy					
Personality					
Intelligence					
General knowledge					
Business Attitude					
Knowledge and Skill Highlight					
Language / Dialect	English / Others :				
Commencement					
Starting Duty Day					
Position					
Salary					
Other Benefits					
ID Card Copy & Disclosure Checking					
Remarks:			PASSPORT COPY		