

EMPLOYMENT APPLICATION

工作申請表

POSITIONS APPLIED FOR 申請職位:	1.	2.	3.		
<input type="checkbox"/> FEMALE 女 <input type="checkbox"/> MALE 男	NAME IN CHINESE 姓名:	NAME IN ENGLISH 英文名字:	CONTACT NO. 聯繫方式:		
PLACE OF RESIDENCE 居住地:	DATE OF BIRTH 出生年月:	Y M D 年 月 日	E-MAIL ADDRESS: 電子郵件:		
HIGHEST EDUCATION ACHIEVED 最高學歷資料	FROM 由 MONTH 月 YEAR 年	TO 至 MONTH 月 YEAR 年	NAME OF SCHOOL 學校名稱	MAJOR 專業名稱	DEGREE/CERTIFICATE 學歷/證書

Please list any related qualifications (driving license, accounting certificate etc.) to applied position.

是否持有相關的技能證書，請列舉（例如 駕駛執照，會計證照等）_____

EMPLOYMENT RECORDS 任職記錄

START WITH MOST RECENT POSITION. PLEASE LIST ALL EMPLOYMENT. 從現任職位開始倒序寫明以往任職資料。

EMPLOYER'S NAME 工作單位名稱	FROM 由	TO 至	POSITION 職位	BASIC SALARY 基本工資	REASON FOR LEAVING 離職原因

REFERENCE CHECK (PLEASE PROVIDE DETAILS OF TWO INDIVIDUALS YOU HAVE WORKED WITH)
資質證明 (請列舉兩位曾和你共事的人)

NAME 姓名	COMPANY NAME 公司名稱	DESIGNATION 職位	TEL NUMBER 聯繫電話	NO OF YEARS KNOWN 認識時間

OTHER 其他

Have you ever been arrested or convicted of a crime? 曾否因犯罪而被拘捕?

No 否 Yes 有 Remarks: 請備註_____

Have you ever been discharged from employment because of your work or conduct?
是否曾因工作或行為不佳而被解除勞動關係?

No 否 Yes 有 Remarks: 請備註_____

Are you able to do shift work? 是否願意輪班 Yes 是 No 否

If appointed, when would you be able to start work?

如被聘用，何時能夠開始上班? _____

DECLARATION 聲明:

I authorize Hilton Worldwide to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever issuing from such information. I further declare that all statements made by me in this application are complete true and correct. A false statement or dishonest answer for any question may be grounds for disciplinary actions including dismissal from employment with Hilton Hotels.

我授權予全球希爾頓進行調查有關本人之資料，任何機構或人士將不因此而致負有毀壞本人名譽之責。本人在此工作申請表所填報內容一切屬真實、全面及正確，如有隱瞞或虛報，願無償接受立即解僱之處分。

APPLICANTS SIGNATURE 申請人簽名: _____

DATE 日期: _____