



- AEON Financial Service (Hong Kong) Co., Limited
- AEON Credit Service (Asia) Co., Ltd.
- AEON Insurance Brokers (HK) Ltd.

To: Job Applicant

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

致: 職位申請者

Position Applied: \_\_\_\_\_

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

## **Personal Information Collection Statement**

### **收集個人資料聲明**

The personal data collected in this application form will be used by AEON Financial Service (Hong Kong) Co., Limited or AEON Credit Service (Asia) Company Limited or AEON Insurance Brokers (HK) Ltd. for the purpose of assessing your suitability for a position within the organisation and to determine preliminary remuneration and benefits to be discussed with you subject to selection for the position. All personal data provided herein will be kept confidential.

此職位申請表所收集之個人資料乃永旺金融服務(香港)有限公司或AEON信貸財務(亞洲)或永旺保險顧問(香港)有限公司為(本公司)用作招聘用途,並作為錄取時初步商討薪酬與福利之基礎。所有提供之資料將絕對保密。

You are advised to provide the relevant information for the further processing of your application but you may opt not to provide personal data that are not regarded as mandatory for recruitment selection purposes such as photo, gender, identity card or passport number, date of birth, marital status. Failure to provide the relevant information may influence the processing and outcome of your application.

閣下可選擇不提供下述非強制性用作招聘事宜的資料,例如相片、性別、香港身份證或護照號碼、出生日期及婚姻狀況等。惟閣下提供該等資料有助處理有關申請,如未能提供有可能影響招聘進程。

It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of six months. When there are vacancies in our subsidiary or associated companies during that period, we may transfer your application to them for consideration of employment.

按本公司訂定,所有未被取錄之申請者資料會被保留六個月。當本公司、子公司或附屬公司有職位空缺時,將會考慮有關申請。

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it to our Human Resources Manager of the Human Resources Department. We have the right to charge a reasonable fee for the processing of any data request.

在個人資料(私隱)條例下,閣下有權索取及更改有關申請資料。如閣下欲行使這項權利,請填妥“查閱資料要求表格”,郵寄致本公司之人力資源部經理收。本公司有權對有關申請收取合理之費用。

❖ The note is translated into Chinese for the benefits of the local applicants and if there is any inconsistency, the English version shall prevail.

\* 為方便求職者閱讀及明白此附頁之各點,附中英對照內容,如有任何差異則以英文版本為準。



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## APPLICATION FOR EMPLOYMENT

### 職位申請表

<b>POSITION APPLIED:</b> 申請職位	
<b>SALARY EXPECTED:</b> 薪金要求	
<b>AVAILABLE DATE:</b> 可到職日期	

Photo
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## PERSONAL PARTICULARS 個人資料

<b>Name in Full (in block)</b> 姓名(正楷書寫) <b>In English</b> 英文 <b>In Chinese</b> 中文	Mr / Mrs / Ms 先生/太太/小姐	<b>Alias:</b> 別名	
<b>Sex:</b> 性別	Male / Female 男 / 女	<b>Marital Status:</b> 婚姻狀況	Single / Married 未婚 / 已婚
<b>HKID/ Passport No.:</b> 香港身份證/護照號碼	( )	<b>Date of Birth:</b> 出生日期	
<b>Telephone: (Home)</b> 住宅電話號碼		<b>Mobile Phone:</b> 手提電話號碼	
<b>Email Address:</b> 電郵地址			
<b>Home Address:</b> 住址			

## EDUCATION & QUALIFICATION 學歷及其他資格

Schools, Colleges, Universities, etc. Attended 曾就讀的中學、大專及大學名稱	From 由	To 至	Qualifications 獲取資格
<b>Others (Please state):</b> 其他 (請詳述)			
<b>Computer Knowledge:</b> 電腦知識			
<b>Typing:</b> 打字	wpm	<b>Driving License:</b> 駕駛執照	



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## LANGUAGE SKILLS 語言能力

(Please put a tick in the appropriate box. 請於適當位置填上√號)

Language 語言	Spoken 會話			Read 閱讀			Written 寫作		
	Good 良好	Fair 一般	Poor 略懂	Good 良好	Fair 一般	Poor 略懂	Good 良好	Fair 一般	Poor 略懂
English 英語									
Cantonese 粵語									
Putonghua 國語									
Japanese 日語 / Other 其他:									

## EMPLOYMENT HISTORY 任職紀錄

(Please provide details in descending chronological order. 請按時間順序並先填寫最近期的工作)

Name of Employer 公司名稱	Employment Date 受僱日期 From 由: To 至:	Salary 薪金 Start 最初: Final 最後:
Reasons for Leaving (be specific): 離職原因(請詳述)	Your Last Job Title 職位:	
Job Duties/Promotions/Achievements: 職責/晉升/成果	Benefit 福利: ____ Days of Annual leave <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Guaranteed Double pay <input type="checkbox"/> Discretionary Bonus <input type="checkbox"/> Others: _____ <input type="checkbox"/> Housing Allowance	

Name of Employer 公司名稱	Employment Date 受僱日期 From 由: To 至:	Salary 薪金 Start 最初: Final 最後:
Reasons for Leaving (be specific): 離職原因(請詳述)	Your Last Job Title 職位:	
Job Duties/Promotions/Achievements: 職責/晉升/成果	Benefit 福利: ____ Days of Annual leave <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Guaranteed Double pay <input type="checkbox"/> Discretionary Bonus <input type="checkbox"/> Others: _____ <input type="checkbox"/> Housing Allowance	

Name of Employer 公司名稱	Employment Date 受僱日期 From 由: To 至:	Salary 薪金 Start 最初: Final 最後:
Reasons for Leaving (be specific): 離職原因(請詳述)	Your Last Job Title 職位:	
Job Duties/Promotions/Achievements: 職責/晉升/成果	Benefit 福利: ____ Days of Annual leave <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Guaranteed Double pay <input type="checkbox"/> Discretionary Bonus <input type="checkbox"/> Others: _____ <input type="checkbox"/> Housing Allowance	



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<b>Reasons for Leaving (be specific): 離職原因(請詳述)</b>	<b>Your Last Job Title 職位:</b>	
<b>Job Duties/Promotions/Achievements: 職責/晉升/成果</b>	<b>Benefit 福利:</b> _____ Days of Annual leave <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Guaranteed Double pay <input type="checkbox"/> Discretionary Bonus <input type="checkbox"/> Others: _____ <input type="checkbox"/> Housing Allowance	

<b>Name of Employer 公司名稱</b>	<b>Employment Date 受僱日期</b> From 由: To 至:	<b>Salary 薪金</b> Start 最初: Final 最後:
<b>Reasons for Leaving (be specific): 離職原因(請詳述)</b>	<b>Your Last Job Title 職位:</b>	
<b>Job Duties/Promotions/Achievements: 職責/晉升/成果</b>	<b>Benefit 福利:</b> _____ Days of Annual leave <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Guaranteed Double pay <input type="checkbox"/> Discretionary Bonus <input type="checkbox"/> Others: _____ <input type="checkbox"/> Housing Allowance	

### OTHER INFORMATION 其他資料

<b>Hobbies &amp; Interests : 嗜好及興趣</b>			
<b>Reason to choose this company: 選擇本公司原因</b>	<input type="checkbox"/> Job Nature 工作性質 <input type="checkbox"/> Company Background 公司背景	<input type="checkbox"/> Location 地點 <input type="checkbox"/> Career Development 事業發展	<input type="checkbox"/> Benefit 福利 <input type="checkbox"/> Others 其他: _____
<b>Have you ever applied to this company before? 以往曾否向本公司申請任何職位?</b>	<b>Yes / No 有 / 沒有</b>	<b>If yes, application date: _____ 如有, 申請日期為</b>	
<b>Are you an ex-employee of this company? 以往曾否受聘於本公司?</b>	<b>Yes / No 有 / 沒有</b>	<b>If yes, employment date: _____ 如有, 入職日期為</b>	
<b>Any relatives employed by this company? 有否親友任職於本公司?</b>	<b>Yes / No 有 / 沒有</b>		
<b>Name: 姓名</b>	<b>Position: 職位</b>	<b>Relationship: 關係</b>	
<b>Name: 姓名</b>	<b>Position: 職位</b>	<b>Relationship: 關係</b>	
<b>Please state the source from which you learn about the vacancy: 請詳述由何處得知本公司之職位空缺:</b>			
<b>Through friend/ relative: 由親友介紹</b>	<b>From newspaper/ website: 由報章/ 網頁</b>	<b>Other: 其他來源</b>	



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## DECLARATION 聲明

Mark with a “√” 請於適當位置填上√號	NO 否	YES 是	If yes, give particulars 倘若答覆為“是”，請詳細說明
Have you ever been discharged from employment because of poor performance or misconduct? 閣下是否曾因工作表現或品行欠佳被解僱?			
Have you ever been charged or convicted of a criminal offence? 閣下是否曾被刑事起訴或被裁定有罪?			
Have you ever petitioned for bankruptcy? 閣下是否曾申請破產令?			
May enquiry be made of your present/ past employers and educational institutions regarding your employment and qualifications? 可否向過往/現在之僱主及教育機構查詢閣下之工作紀錄及資格?			

I hereby declare that the information provided in this form is provided voluntarily and is true, correct and complete. I understand that any mis-representation or mis-statement of facts discovered after my appointment may result in instant dismissal. I agree to immediately notify the company of any change in the particulars given above.

本人茲聲明上屬所提供之資料乃自願提供及均屬真實、準確和完備。本人明白若受聘後，發現有任何虛構或捏造事實，可被即時解僱。本人並同意若上述資料有所更改，本人會立即通知 貴公司。

I further authorize the company to check my credit record with the company and verify any of the information provided herein from any source the company may choose.

本人授權 貴公司從任何途徑查核本人的財政狀況及有關以上提供之資料。

**Applicant's Signature:**

申請人簽署:

\_\_\_\_\_

**Date:**

日期:

\_\_\_\_\_



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## DECLARATION 聲明

I hereby declare that the information provided for my job application is true & accurate. I understand that any fraudulent declaration may lead to disqualification of my application or termination of employment. I hereby authorize AEON Credit Service (Asia) Co., Ltd to contact my previous employer(s) or any related institution(s) for reference check. (Both original and photocopy of this Declaration are valid.)

本人謹聲明所提交有關工作申請之資料均屬真實，並明白蓄意提供不正確資料會導致本申請被取消或僱傭合約被終止；本人在此同意並授權 AEON 信貸財務（亞洲）有限公司向所有本人之前僱主或相關機構查詢有關資料。（此聲明之正本與副本均屬有效。）

Name of Declarer: \_\_\_\_\_ ( \_\_\_\_\_ )  
聲明人姓名 English ( 中文 )

Signature of Declarer: \_\_\_\_\_  
聲明人簽署

HKID No. / Passport No.: \_\_\_\_\_  
香港身份證號碼/護照號碼

Date: \_\_\_\_\_  
日期