



LAM CONSTRUCTION GROUP OF COMPANIES
華益 (林氏) 集團

APPLICATION FORM

職位申請表格

(For General Staff)

Personal Information Collection Statement

The personal data collected from this application form will be used by Lam Construction Group Limited, Lam Geotechnics Limited, Lam Environmental Services Limited and /or its subsidiary companies to assess your suitability for the position in which you are applying and to determine appropriate preliminary remuneration and benefits package for discussion with you subject to our candidate selection criteria.

Personal data marked with (*) on the application form are regarded as optional for selection purposes. You have the discretion not to provide such information.

It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a maximum period of **one year**. When there are vacancies among our group companies during that data retention period, we may direct your application to our user department for employment consideration.

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 contact our Human Resources and Administration Department.

就閣下來信申請華益(林氏)集團有限公司、華益土力有限公司、華益環保科技有限公司及其附屬公司之職位。此表格所要求閣下提供之資料旨用於評估雙方是否適合，及厘定薪酬福利等用途。

表格內除有(*)之個人資料欄乃可選擇性地提供資料，其餘各項必須填寫，以便作評選用。

如是次申請未獲接納，本公司人力資源及行政部會保留此表格最多一年，以便將來或有職位適合時再與閣下聯絡。其間閣下之個人資料或會轉分到本集團旗下其他分公司作招聘用。

按香港私隱條例訂明，閣下有權在招聘手續過程中，要求取閱、更改閣下之個人資料。倘若閣下有此須要，請與本公司人力資源及行政部聯絡。



LAM CONSTRUCTION GROUP OF COMPANIES
華益 (林氏) 集團

A. Position Applied For
 申請職位 _____

B. Personal Details
 個人資料

Name (in English)
 英文姓名 _____

Name (in Chinese)
 中文姓名 _____

Address
 住址 _____

Correspondence Address
 通訊住址 _____

Tel. No.
 電話號 _____

Email
 電郵 _____

Date of
 出生日期 _____

Age
 年齡 _____

Sex
 性別 _____

Nationality *
 國籍 _____

H.K. I/D No./Passport
 香港身份證/護照號碼 _____

Marital Status *
 婚姻狀況 _____

If married, occupation of
 如已婚，請列出配偶之職業 _____

Any of your relatives working with Lam Group?
 是否有親戚現職於華益(林氏)集團 _____

Name
 姓名 _____

Relationship
 關係 _____

C. Education
 教育程度

Name of School, Institution or University 學校、學院、大學名稱	Period 期間		Major Field 主修科目	Standard Reached, Certificates, Degrees 所達程度、證書、學位
	From 由	To 至		

Membership in any Professional Associations or Other Special Training:
 專業團體會員資格或曾受何種專業訓練 _____

Languages and Dialects Spoken
 能操的語言或方言 _____

State your Hobbies, Sporting Activities and other interests *
 請列出閣下的嗜好、運動及其他興趣 _____

D. Employment History(Please list your present or latest position first)

受僱資料(請先列出現職或最近之工作履歷)

Period 期間		Name of Employer 僱主名稱	Position Held 職位	Salary 薪金		Reasons for Leaving 離職原因
From 由	To 至			Starting 起薪	Leaving 離職時	

E. Salary Expected

要求薪金

Time Available

可入職日期

F. I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from employment by the Company.

本人聲明以上所有資料均為屬實無誤。本人明白若被揭發任何資料有虛假或蒙騙成份，本人之申請資格將會被取消或被革職。

Signature

簽署

Date

日期

For Office Use Only 只供內部用

Comments :

評語

Date of Employment

受僱日期

Repor to

報告

Position Offered

職位(英文)

職位名稱

(中文)

Cost Centre

部門

Staff Grade

員工職級

Remuneration Package Offered

薪酬

Approved By :

批核

BUOO

業務總監

Endorsed By :

同意

HRM

人力資源及行政經

BUEO

行政總監

GS-EVP

行政部執行副總裁



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CONFIDENTIAL ENQUIRY
個人資料查詢

Name : _____ HKI/D No./Passport : _____
 姓名 香港身份證/護照號碼
 Date of Birth : _____ 地址 _____
 出生日期

I hereby authorize Lam Construction Group to enquire the following information from my previous employer. I understand that the purpose of collecting this information is for the employment selection process only.

本人現授權華益(林氏)集團向前僱主查詢以下資料。本人明白所索取之資料目的只為內部挑選過程之用。

 Signature
 簽署

 Date
 日期

For Office Use Only 只供內部用

Name of Employer : _____
 前僱主名稱

Period of Employment : From : _____ To : _____
 受僱日期 由 至

Initial Position : _____ Last Position : _____
 入職時職位 離職時職位

Initial Salary : _____ Last Salary : _____
 入職時薪金 離職時薪金

Brief Description of Duties : _____
 工作簡介

Reason for Separation : Resignation / Dismiss / Redundant / Other (please specify)
 離職原因 離職 / 解僱 / 裁員 / 其他(請述明)

 Company Chop / Date
 公司蓋章 / 日期

 Signature / Designation
 簽署