



**LAM CONSTRUCTION GROUP**  
華益 (林氏) 集團

**APPLICATION FORM**

**職位申請表格**

(For Grade BII or above)

**Personal Information Collection Statement**

The personal data collected from this application form will be used by Lam Construction Co. Ltd., Lam Geotechnics 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)建築有限公司、華益土力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、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**

華益 (林氏) 集團

Photo

**Application For  
(Position)**

<b>Personal Details</b>			
Name in Block (English)		(Chinese)	
Address in HK (block capitals)			
Other Address (block capitals)			
Tel. No. (Home)	Date of Birth    ___/___/___ DD/MM/YY	Gender	<input type="checkbox"/> Male
(Office)			<input type="checkbox"/> Female
(Mobile/Pager)	ID/Passport No.	Driving License Type	
Fax No.	Nationality *		
Expected Salary:			
When would you wish to commence employment ?			

<b>Academic Qualification</b>			
<u>Secondary Education</u>			
Name of Secondary School/College	Town/Location	Year from	Year to

Cert/O'Level/A'Level or Equivalent	Grade/Result	Year Obtained

<u>Tertiary Education</u>				
University/College/Polytechnic	Year from	Year to	Course Attended	Qualification Attained

<u>Postgraduate Education</u>				
University/College/Polytechnic	Year from	Year to	Course Attended	Qualification Attained

<b><i>Professional Qualification/Any Other Qualification</i></b>		
Institution/Organisation/Association	Year Obtained	Qualification

<b><i>Linguistic Ability</i></b>		
Please indicate your first language		
Please indicate any other languages that you also use in the following column.		
Language	Spoken (please specify your level)	Written (please specify your level)
1.		
2.		

<b><i>Working Experience (please write in chronological order i.e. the latest job first)</i></b>					
Employers Name	Nature of Business	Last Position Held	Date From/ Starting Salary	Date To/ Leaving Salary	Reason for Leaving

<b><i>Details of Benefits (Current &amp; Last Employment)</i></b>		
Basic Salary	Allowance	Bonus
HK\$                    x                    mths		
Pension Details		
Other Benefits :		
<input type="checkbox"/> Out-patient medical	<input type="checkbox"/> Hospitalization	
<input type="checkbox"/> Life insurance	<input type="checkbox"/> Personal Accident Insurance	
<input type="checkbox"/> SOS		

What skills do you think are required for the position you are applying ?

### ***Referees***

Please nominate two referees, one should be a senior member of organisation you had been working with. This reference will not be taken up without your permission. Other references should include either educational institutions or past subordinate, and will be taken up as appropriate.

1. Name and Address	
Tel. No.	Fax No.
Occupation	Relationship to you
2. Name and Address	
Tel. No.	Fax No.
Occupation	Relationship to you

### ***Other Information***

1. Do you have friends or relatives working with Lam Group ? If yes, please complete following details.

Name	Position
Relationship	

2. Have you been convicted of any criminal offences? (Ex-offenders will be considered on an individual basis and the nature of their offence will be taken into account in the recruitment decision.)  Yes  No

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.

Signature of Applicant	Name in Block	Date

Lam Group and its subsidiaries is committed to an equal opportunities policy. The sole criterion for selection or promotion in the company is the suitability of any applicant for the job. Please send this form to The HR & Admin Manager to our confidential fax at 2882-5339, before the interview, and bring along the original copy during interview.

**FOR OFFICE USE ONLY**

<b>1<sup>st</sup> Interview by :</b>	
<b>Comments :</b>	
<b>2<sup>nd</sup> Interview by :</b>	
<b>Comments :</b>	
<b>Position Offered :</b>	
<b>(in English)</b>	<b>(in Chinese)</b>
<b>Internal Grade :</b>	<b>Cost Centre</b>
<b>Date of Employment :</b>	<b>Reporting to :</b>
<b>Remuneration Package Offered :</b>	
<b>Remarks :</b>	
<b>Recommended By : BUDH/GSDH</b> _____	
<b>Approved By : BUOO</b> _____	<b>BUEO</b> _____
<b>Endorsed By : HR &amp; Admin Mgr</b> _____ <b>GS-EVP</b> _____	