



HH GROUP
HH STAINLESS
HH SPECIAL METAL

PRIVATE & CONFIDENTIAL
私人及保密

Please affix a recent passport size photograph here
请在此处粘贴一张最近的护照尺寸照片

APPLICATION FOR EMPLOYMENT FORM 就业申请表

INSTRUCTIONS 指示

- This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
此申请表为公司提供基本信息，以能方便地处理你的就业申请。如果你被雇佣，这也将作为我们的个人记录。
- If space in this application is insufficient, please attached an addendum. 如果此申请表里的空间不足，请附加一份附录。
- All Sections should be completed. For items which are NOT APPLICABLE, please state "NA" 所有部分必须填写。对于不适用的项目，请注明"NA"。

POST APPLIED: 申请职位:	
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PERSONAL PARTICULARS 个人资料:

Full Name (as in NRIC): 姓名 (根据身份证):	Mr / Ms / Mrs / Mdm			
Name in Chinese Characters (if applicable) 中文姓名:		Alias / Other Name (if any) 别名:		
Address: 住址:				
Contact No.: 联络号码:	(Home 住家)	Contact No.: 联络号码:	(Mobile 手机)	
Email Address: 电子邮箱:				
Marital Status: 婚姻状况:	Single 单身 / Married 已婚 / Divorced 离婚 / Widowed 丧偶			
Nationality: 国籍:		NRIC / Passport No.: 身份证/护照号码:		Colour of IC: 身份证颜色:
Date of Birth: 出生日期:		Place of Birth: 出生地点:		Gender: 性别:
Race: 种族:		Religion: 宗教信仰:		Dialect Group: 籍贯:
Driving License: 驾驶执照:	Yes 有 / No 没有		Class: 准驾车型:	2 / 2A / 2B / 3 / 4 / 5
Latest Salary: 最新薪水:		Expected Salary: 期望薪水:		Date of Commencement: 开始日期:

FAMILY PARTICULARS 家庭成员资料:

Give particulars of your immediate family members (use separate sheet if insufficient space) 提供你直系亲属成员的个人资料(如果空间不足, 请用另一张表格填写)

Name 姓名	Age 年龄	Relationship 与申请人的关系	Occupation 职业	Name of Employer 雇主名称

EMERGENCY CONTACT PERSON 紧急联络人信息:

Name 姓名	Relationship 与申请人的关系	Contact No.: 联络号码:	(Home 住家 / Office 公司)
		Contact No.: 联络号码:	(Mobile 手机)
Address: 住址:			

EDUCATIONAL PROFILE: - Attached photocopies of all academic certificates (including GCE 'N', 'O' and 'A' Levels)

教育背景: - 请附上所有的学历文凭的复印件 (包括 GCE 'N', 'O' and 'A' Levels)

Qualification 学历	Institute / Country 教育机构 / 国家	Year Started 开始年份	Year Ended 结束年份	Full / Part Time 全职/兼职

COMPUTER LITERACY & OTHER SKILLS: (Please indicate the software you are competent in) 电脑能力 & 其他技能: (请说明你精通的软件)

Softwares / Skills 软件 / 技能	Level of Competency 能力水平
	High 高 / Moderate 中等 / Some Knowledge 一些知识
	High 高 / Moderate 中等 / Some Knowledge 一些知识
	High 高 / Moderate 中等 / Some Knowledge 一些知识
	High 高 / Moderate 中等 / Some Knowledge 一些知识

EMPLOYMENT HISTORY - (In Chronological order) It is the policy of this company to carry out reference checks with previous companies but only after an applicant has commenced employment. 工作经验 - (按时间顺序) 本公司的政策是在申请人开始就业后才向之前的公司进行核查。

From (mm/yy) 从 (月份/年份)	To (mm/yy) 至 (月份/年份)	Company / Position Held 公司名称 / 职位	Basic Salary (Last Drawn) 基本薪水 (最后领取)	Reasons For Leaving 离职的原因

LANGUAGE PROFILE: (Please circle Good (G), Fair (F) or Poor (P) 语言能力: 请圈在好 (G) / 普通 (F) / 差 (P))

Language / Dialect 语言 / 方言	Spoken 说	Written 写	Language / Dialect 语言 / 方言	Spoken 说	Written 写
	G / F / P	G / F / P		G / F / P	G / F / P
	G / F / P	G / F / P		G / F / P	G / F / P

PROFESSIONAL CLUB MEMBERSHIPS 专业俱乐部会员:

From (mm/yy) 从 (月份/年份)	To (mm/yy) 至 (月份/年份)	Association/Club/Society/Company 协会/俱乐部/学会/公司	Position Held 职位

HOBBIES 爱好 / INTERESTS 兴趣:

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NATIONAL SERVICE: (if applicable) 国民服役: (如适用)

Enlistment Date: 服役开始日期:		ORD Date: 服役结束日期:		Vocation: 职业:	
Rank at ORD: 军队中的军衔等级:		NS Status: 服役状态:	Active / Inactive 活跃 / 非活跃	NS Unit: 服役单位:	
Service Status: 服役状况:	Full Time / Part Time / Deferred / Exempted 全职 / 兼职 / 延迟 / 豁免	If exempted, state reason: 如豁免国民服役, 请说明原因:			

ADDITIONAL INFORMATION: (Please check accordingly) 附加信息: (请相应地进行选择)

1. Do you have any obligation to your present company in terms of bond, study loans etc? 你是否对于你目前任职的公司有贷款等方面的义务?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you suffer from any physical impairment or disease including mental illness, deafness, handicap etc? 你是否因有伤残或健康不佳包括精神疾病, 耳聋, 残废等?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you been dismissed or discharged from the service of any company? 你可曾被任何公司解雇或开除?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you been convicted in a Court of Law in any country? 你可曾在任何国家触犯法律?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you been declared bankrupt? 你可曾申报破产?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you applied for any employment with us before? 你可曾在之前向本公司申请过任何职业?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do you have any relatives working in the Group of Companies and/or it's related subsidiaries? 你是否有任何亲戚任职在本公司或其他的关联公司?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PERSONAL DATA DECLARATION & ACKNOWLEDGEMENT 个人资料声明 & 签署:

I declare that I have read, understood and agreed to the data policy and all information given herein are true and correct.

我声明我已经阅读, 理解并同意个人资料政策和确保所给予的资料是如实和正确的。

I hereby give my consent for the company to obtain, disclose, share and verify data with any source as deem appropriate for the assessment of my application.

我特此同意公司能够获取, 透露, 分享和核实我的资料, 并且以适当方式与任何来源合作评估我的就业申请。

I understand that my personal data will be shared with third parties such as Statutory & Government Bodies, Bank & Insurance Companies and Medical Institutes etc.

我理解我的个人资料将与第三方机构共享, 例如法定和政府机构, 银行和保险公司以及医疗机构等。

I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company.

我理解虚假陈述或事实遗漏将足以导致取消对就业的考虑或被公司解雇。

I understand that personal data and information disclosed above is for administrative purposes only.

我理解上述提供的个人资料和信息仅供行政目的使用。

Signature 签名 / Date 日期

FOR HR / INTERVIEWER USE ONLY (Please tick accordingly) 仅供人力资源部或面试官使用 (请相应地进行打勾)

Employee No.: 员工编号:		Department: 部门:		Employment Terms: 雇佣条款:	Permanent / Temporary 永久 / 暂时
Job Title: 职位名称:		Cost Centre: 成本中心:		Date Joined: 入职日期:	
Job Grade: 职位级别:		Salary: 薪水:		Allowance: 补贴:	
Interview Date / Time: 面试日期 / 时间:		Interviewed by: 面试官:			

APPROVED 批准

REJECTED 拒绝

行动
Action

	2nd Interview 第二次面试
	Offer 录用
	KIV 暂时保留

原因
Reasons

	High salary 薪水高
	Experience not relevant 没有相关经验
	Others: 其他:

Approval For Hiring 批准招聘