

K O S S I E

Application Form

Position applied: _____

Expected Salary: _____

Date Available: _____

1. PERSONAL DATA		
Name (English)		(Chinese)
Address		
Telephone (Home)	(Office)	(Mobile Phone No.)
Date & Place of Birth		HKID/ Passport No.
Nationality		

2. EDUCATION (in chronological order)					
Dates (month/ year)		School, College, University or Training Organization Attended	Full or Part Time	Qualification Obtained (Certificate, Diploma, Degrees), Field of study, subjects passed and level attained should be listed	Date of Award
From	To				

3. PROFESSIONAL QUALIFICATIONS		
Name of Professional Institute	Award (grade or class of membership of Professional bodies)	Date of Award

4. PRESENT OR LATEST EMPLOYMENT RECORD		
Company Name		
Address		Tel. No.
Nature of Business		Date Employed
<i>Particulars</i>	<i>When Employed</i>	<i>Present or Latest</i>
Title		
Report to (name)		
His/Her Title		
Salary	HKD x months pay p.a.	HKD x months pay p.a.

All information provided will be used for appointment to Kossie Limited and other employment-related purpose. It may be disclosed to human resources, departments or agencies authorized to process the information for purposes relating to appointment e.g. education, qualifications and experience assessments. Applications will be held in strict confidence and used only for the purpose of selection by the employing company.

Allowances and Fringe Benefits	
Responsibilities & special accomplishments	
Reasons for leaving	Date resigned

5. OTHER PAST EMPLOYMENT (in chronological order)				
Name of Employer	Date (From / To)	Position Held	Last Salary	Reason for Leaving

6. OTHERS	
Languages or Skills	Details (Please specify speed, language level, software used etc.)

7. REFEREES
<p>I hereby authorize Kossie Limited to obtain reference from the following referee in respect of my past employment, conduct, personality, work performance, strengths and weaknesses, etc. if I am recommended for employment.</p> <p>Name : _____ Tel / Fax Nos. : _____</p> <p>Title/ Position : _____ Relationship : _____</p> <p>Name of Organisation : _____</p> <p>Correspondence Address : _____</p>

8. DECLARATION
<p>I understand that the information provided in this form will be used by Kossie Limited to access my application of employment. My provision of this information is absolutely voluntary. They are true and correct to the best of my knowledge. I realize that if I willfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of Kossie Limited.</p> <p>_____ Signature of applicant</p> <p>_____ Date</p>

OFFER (for official use only)				
Department		Position		Grade
Staff No.	Date Join	Starting Salary	Visa Date (if any)	
Remarks				