

JOB APPLICATION FORM

Data Protection

All information provided on this form shall be treated with the strictest of confidence and will not be disclosed to any 3rd party persons or organisation without the explicit permission of the applicant.

Note: * delete as appropriate.

Your application will not be processed if you fail to answer any question on this form.

Position Applied for: _____

Do you wish to be *Residential / Non-Residential

Department / section: _____

IF Nursing Position, state HK Registration No.: _____

PERSONAL DETAILS

Name (in English): _____ Name (in Chinese): _____

Address: _____

Tel No: _____ Fax: _____ Mobile: _____ email: _____

Contact details (if different from above): _____

Age: _____ Date of Birth: _____ Nationality: _____

HKID card no.: _____

Marital Status: Single / Married / Widowed / Divorced *

Details of children living with you if applicable:

YOUR HEALTH

Name: _____

Height: (cm) _____

Weight: (lb.'s) _____

Smoker / non-smoker? *

Is your current state of health: Robust ? / Good ? / Fair? *

Do you or have you ever suffered from any chronic ailment, physical disability or serious illness?

YES / NO *

If YES please give details:

Do you have any regular follow up appointments for any condition in clinics or hospital?

YES / NO *

If YES please give details:

Do you suffer with any allergies, Asthma etc?

YES / NO *

If YES please give details:

Have you ever been treated or hospitalised for any mental illness or emotional problems?

YES / NO *

If YES, give details:

Have you undergone any major surgery in the past 10 years?

If YES please give details

YOUR SUITABILITY FOR THE POSITION

Name: _____

Explain why you are applying for this position?

Do you hold a valid full HK driving licence?

What hobbies / interests do you enjoy?

What practical skills do you possess that would benefit our organisation?

Describe the kind of books / magazines you enjoy reading:

EMPLOYMENT HISTORY: (most recent first)

Period from / to	Name & address of employer	Position held	Reason for leaving

continue on a separate sheet if necessary

STUDENT HISTORY: (most recent first)

Period from / to	Name & address of institution	Qualifications

continue on a separate sheet if necessary

Are you currently seeking long/ short* term employment?

If the position you are applying for is advertised as Hours/ Salary negotiable, please state preferred hours and salary expected.

For all other posts please state expected salary.

Languages spoken / written?: _____

YOUR RELIGIOUS BELIEFS

Name: _____

State your religious beliefs (Faith / Denomination): _____

Active / non-active ? _____

Place of worship? _____

REFEREES

Please attach copies of references and testimonials from your latest 3 employers (If applicable).

List three people other than members of your family who would supply character references for you.-

Name	Relationship	Mobile	Tel	Fax	Email

Address: _____

Name	Relationship	Mobile	Tel	Fax	Email

Address: _____

Name	Relationship	Mobile	Tel	Fax	Email

Address _____

Have you ever been convicted of any criminal offence or been charged with any child related offence?

Yes / No

If yes, please give details:

Please use this space for any additional information you feel would be beneficial to your application:

When would you be available to start work if your application is successful? _____

I declare that the details given on this form are, to the best of my knowledge, true and accurate.

I understand that if I am offered a position with the Home of Loving Faithfulness and it is subsequently discovered that I have deliberately withheld or falsified any information on the application form, then the Home of Loving Faithfulness may terminate my employment without notice.

Signed (applicant): _____ Date: _____