

# APPLICATION FOR EMPLOYMENT

CATHAY PACIFIC  
CATERING SERVICES

## IMPORTANT NOTES

1. The personal data collected will be used to assess your suitability for the position for which you have applied and (where applicable) to negotiate with and make an offer of employment to you.
2. Personal data requested in the employment application form are regarded as mandatory for selection purposes. If such data is not provided, then this may influence the processing and outcome of your application. If an applicant accepts employment with us, the personal data contained in his/her application will be transferred to a personnel file.
3. The personal data collected will be treated in the strictest confidence and only be used for recruitment related purpose.
4. All personal data of unsuccessful applicants will be destroyed within 24 months after the completion of recruitment exercise.
5. When there are vacancies in our associate companies during that period, we may transfer your application to them for consideration of employment with your prior consent.
6. 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 kindly contact our Head of People at 11 Catering Road East, Hong Kong International Airport, Lantau, HK. We have the right to charge a reasonable fee for processing a data access request.

## APPLICATION INFORMATION

Position Applied For			
Expected Salary		Date Available	

## PERSONAL PARTICULARS

Name in English			Name in Chinese					
Hong Kong Identity Card No.			Place of Birth					
Residential Address								
Contact No. (Residential)			Contact No. (Mobile)			Email Address		

## ACADEMIC QUALIFICATIONS

From (MM/YY)	To (MM/YY)	Name of Institutions	Qualifications obtained / to be obtained	Official Use

## PUBLIC EXAMINATION RESULTS

Year	Public Examination	Subjects	Grades obtained	Official Use
	HKCEE	English Language (Syllabus A /B )		
		Chinese Language		
		Mathematics		
		Others, please specify		
	HKALE	Use of English		
		Chinese Language and Culture		
		Others, please specify		
	HKDSE	English Language		
		Chinese Language		
		Mathematics		
		Others, please specify		
	Others, please specify:			

## PROFESSIONAL QUALIFICATIONS

Year	Name of Organizations / Institutions	Qualifications obtained / to be obtained	Official Use

## WORK EXPERIENCE *(Please list in chronological order.)*

From (MM/YY)	To (MM/YY)	Name of Company	Last Position	Brief Job Duties

**COMPUTER SKILLS** (Please ✓ the appropriate box.)

Ability	Beginner	Intermediate	Advanced
MS Office Word			
MS Office Excel			
MS Office Powerpoint			
Others, please specify:			
Others, please specify:			
Others, please specify:			

**SUPPLEMENTARY INFORMATION**

Please state any other information that you feel important for this application.

Have you ever been convicted of or now awaiting trial for any civil or criminal offence?

No Yes,  
please specify:

Have you ever suffered from tuberculosis, respiratory tract infections or viral gastroenteritis?

No Yes,  
please specify:

Where did you learn about this position?

CPCS Website

Campus / Career Centre

Advertisement, please specify: \_\_\_\_\_

Referral, please specify: \_\_\_\_\_ (Name of Staff) \_\_\_\_\_ (Relationship)

Others, please specify: \_\_\_\_\_

\* Please ✓ the appropriate box.

**AUTHORIZATION AND DECLARATION**

- I understand and accept the clauses under "Important Notes" and authorize Cathay Pacific Catering Services (H.K.) Limited to use my personal data for recruitment and other employment-related purposes.
- I declare that the above personal information provided and submitted are true and correct. I understand that false statement or the willful withholding of information may lead to termination of employment.

Signature of Applicant : \_\_\_\_\_

Date: \_\_\_\_\_