



HTEAO

JOIN OUR TEAM

Office Use Only

Ref:

Date:

Thank you for considering HTEAO for your future career.

Please complete this application form in English to help us assess your suitability for the positions we have available.

Personal Details	
Name :	Sex : M / F
Date of Birth :	Marital Status :
HKID:	Nationality :
Do you need a visa to be legally employed in Hong Kong : Yes / No	
Home Address :	
Home Telephone No. :	Mobile/Pager No. :
Email address :	

Desired Employment								
Position :	Location :							
Specify any days or time during the day that you would not be able to work.	<table style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; width: 12.5%;">Sunday</td> <td style="border: 1px solid black; width: 12.5%;">Monday</td> <td style="border: 1px solid black; width: 12.5%;">Tuesday</td> <td style="border: 1px solid black; width: 12.5%;">Wednesday</td> <td style="border: 1px solid black; width: 12.5%;">Thursday</td> <td style="border: 1px solid black; width: 12.5%;">Friday</td> <td style="border: 1px solid black; width: 12.5%;">Saturday</td> </tr> </table>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Are you able to work overtime? Yes / No	Expected Salary : HK\$							

Education and Training		
Educational Establishment	From (MM/YY) – To (MM/YY)	Grades obtained
List skills relevant to the position applied for:		
Language Skills: English – Speaking: Reading: Writing: Cantonese – Speaking: Reading: Writing: Other Languages:		

Former Employers				
<i>List below current and last three employers, starting with the most recent one. Please include any non-paid /volunteer experience which is related to the job you are applying for.</i>				
From	Name of current employer and type of business	Salary / Hourly Pay and hours worked per week	Position	Reason for leaving
To				
Duties performed :				
Notice period required : Earliest available date :				
From	Name of previous employer and type of business	Salary / Hourly Pay and hours worked per week	Position	Reason for leaving
To				
Duties performed :				
From	Name of previous employer and type of business	Salary / Hourly Pay and hours worked per week	Position	Reason for leaving
To				
Duties performed :				
From	Name of previous employer and type of business	Salary / Hourly Pay and hours worked per week	Position	Reason for leaving
To				
Duties performed :				
Any other relevant experience :				

Additional Information
What do you like about tea and what is your favourite?
What do you consider gives excellent customer service? Give a brief example when you have demonstrated this skill
Explain why you would like to work for HTEAO. How does this fit with your career plans?
What are your interests and hobbies?
Do you have any criminal convictions or are you currently awaiting trial for a criminal matter?

Declaration
I hereby confirm that the information I have given in this application is correct to the best of my knowledge. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal.
I authorise HTEAO to check references from my previous employers and schools (we will check with you first).
Signature : Date ;

Please fax completed application to **2858 2044**. All applications are treated in strict confidence.