

# APPLICATION FORM

## 職位申請書

POSITION APPLIED 申請職位

Expected Monthly

Salary in MOP:

要求月薪 (澳門幣)

Notice Period in days:

離職通知期 (日)

Date Available

for Employment:

可上班日期

### PERSONAL PARTICULARS 個人資料

Last Name in English / Portuguese:

姓氏 - 英文 / 葡文

First Name in English / Portuguese:

名字 - 英文 / 葡文

Preferred Name in English:

英文名 (如John或Susan)

Name in Chinese:

中文姓名

ID or Passport Number:

身份證或護照號碼

Date of Birth (dd/mm/yyyy):

出生日期 (日/月/年)

Gender(M/F):

性別

Marital Status:

婚姻狀況

☐

Single 未婚

☐

Married 已婚

☐

Widowed 鰥寡

☐

Separated 分居

☐

Divorced 離婚

Res. / Corr. Address:

住址 / 聯絡地址

Email :

電子郵件

Mobile Phone No.:

流動電話

Home Phone No.:

住宅電話

### FAMILY MEMBER IN MGM MACAU 於澳門美高梅任職家庭成員

Do you have any relatives working in MGM MACAU?

☐ Yes

☐ No

If "yes", please fill in the following table.

您是否有家庭成員於澳門美高梅任職?

是

否

倘若答覆為"是",請填寫以下表格

Name 姓名	Relationship 關係	Position in MGM MACAU 於澳門美高梅的職位

### LANGUAGE SKILLS 語言能力

Please mark with a "✓" to indicate your knowledge 請在適當空格上填上"✓"	Conversation 會話			Writing 書寫		
	Fair 普通	Good 好	Excellent 極好	Fair 普通	Good 好	Excellent 極好
English 英語						
Mandarin 普通話						
Cantonese 廣東話						
Others, please specific 其他, 請說明						

## ACADEMIC QUALIFICATION 學歷

Education Level 教育程度	Name of School 學校名稱	Year Attended (mm/yyyy) 就讀年份(月/年)		Certificate/ Diploma/Degree 考獲證書	If you did not graduate, what was the last grade you attended? 如沒有畢業，您最後就讀於哪 一個級別？
		From 由	To 至		
Primary 小學					
Junior Secondary 初中					
Senior Secondary 高中					
University/College 大學/大專					
Postgraduate 深造課程					
Others 其他					

## EMPLOYMENT HISTORY 工作經驗

Record your employment history for the past six years starting from the latest one 以往六年之工作經驗，由最近期之工作開始填寫

Employment Period (mm/yyyy) 受聘日期 (月/年)		Company Name 公司名稱	Company Contact Person 公司聯絡人 姓名	Company Contact Number 公司聯絡電話	Country 國家	Last Position 最後職位	Last Salary 最後薪金	Reason for Leaving 離職原因
From 由	To 至							

**DRIVING LICENSE 駕駛執照**

- ☐ Private Car 汽車  
☐ Motorcycle 摩托車

Other Driving License, please specify:  
其他駕駛執照，請說明 \_\_\_\_\_

**CHARACTER REFERENCE(NON-RELATIVES) 個人品格諮詢(非親屬)**

Name 姓名	Company Name 公司名稱	Position 職位	Contact No. 聯絡電話

**DECLARATION 聲明**

1. Have you ever declared a bankruptcy?

你有否宣佈破產?

☐ No 否

If yes, 如是，

☐ Yes 是

Where? 何處? \_\_\_\_\_

When? 何時? \_\_\_\_\_

2. Have you signed a promissory note or an acknowledgement of with an amount pledged that has not been fully repaid?

你曾否為未完全償還債務簽署承諾書或聲明書?

☐ No 否

If yes, 如是，

☐ Yes 是

Description 請詳述 \_\_\_\_\_

When? 何時? \_\_\_\_\_

2. Have you ever been dismissed from any employment because of misconduct?

你曾否因行為不當而遭受任何公司解僱?

☐ No 否

If yes, 如是，

☐ Yes 是

Description 請詳述 \_\_\_\_\_

When? 何時? \_\_\_\_\_

5. Have you ever been arrested or convicted of a crime?

你曾否被逮捕或有犯罪記錄?

☐ No 否

If yes, 如是，

☐ Yes 是

Description 請詳述 \_\_\_\_\_

When? 何時? \_\_\_\_\_

6. How do you hear about the position you are applying for?

從何得知此職位空缺?

☐ MGM MACAU website 澳門美高梅網站

☐ Recruitment Agents 勞務公司

☐ Referral from employees or friends 親友介紹

☐ Newspaper 報紙

☐ Collaterals 宣傳刊物

☐ Online Job Board 求職網站

☐ College Recruitment Fair 學校招聘會

☐ Others 其他

**1. DECLARATION**

1.1 I hereby declare that, to the best of my knowledge, the information given upon submission of my employment application is true, accurate and complete. I understand, any misrepresentation or omission by me herein will be sufficient cause for dismissal from the employment with the company without notice or payment in lieu of notice.

**2. AUTHORIZATION FOR COLLECTION AND RELEASE OF INFORMATION**

2.1 I authorize Prime Hotel Management Limited or any of its subsidiaries (the "Company") to, through the staff of its Internal Investigation Department or any authorized agent, conduct a full investigation into my background and activities, for the purpose of processing and analyzing the employment application submitted by me.

2.2 I authorize the Company to collect from any third person or entity any information pertaining to me that, in the Company's discretion, is found relevant for the above stated purposes (including, but not limited to, obtaining my social security fund record), and authorize any such third person or entity to release such information to the Company, upon the Company's request.

2.3 I authorize the Company to, at any time starting from the 15th day before the prospective commencement date of my employment with the Company, check and verify any information with my current employer.

**3. AUTHORIZATION FOR PROCESSING AND STORAGE OF PERSONAL DATA**

3.1 I authorize the Company or any of its subsidiaries to use, process and treat by totally or partially automated means any personal data concerning me and provided by me (the "data"), for purposes related to the administrative management of my employment application and, in the event that I am employed by the Company, to the administrative management of my employment with the Company.

3.2 For this last purpose, I also authorize the Company to digitally store the data via a cloud computing solution offered by a cloud services provider employed by the Company and based in the jurisdiction of the United States of America (the "cloud provider"). I have been informed that, while stored in servers located in the aforementioned jurisdiction, the data is kept strictly confidential and not made accessible to any third parties within or outside Macau (including the cloud provider), and that, so as to ensure the security and confidentiality of the data, systems and procedures are implemented in terms no less protective than those followed by the industry standards.

3.3 I am aware that I am given the right to, at any time, access, rectify or cancel any of the data, by contacting directly with the Company.

**4. AUTHORIZATION FOR THE USE OF PHOTOGRAPHS AND IMAGES**

4.1 In the event that I am employed by the Company, I authorize the Company to use and display photographs and video images in corporate websites and other internal and external promotional materials. Further, I waive any right to approve the finished photographs or printed or electronic versions that may be used in conjunction with it and I relinquish all rights related with the use of such photographs and / or videos.

**1. 聲明**

1.1 本人就此聲明，本人於職位申請時所遞交的一切資料均屬真實、正確及完整。本人得悉如有隱瞞及虛報資料，本人將願意接受公司無賠償之即時解僱處分。

**2. 授權取得及轉交資料聲明**

2.1 本人授權盈峰酒店管理股份有限公司或其附屬子公司（下稱“公司”），經內部審查部的適當員工或調查人員及/或被核准的調查單位，進行有關本人背景和活動的詳細調查並以審核本人所遞交的職位申請表。

2.2 本人同意及授權公司向任何第三方取得一切與本人聘任有關的資料(包括但不限於從社會保障基金獲得本人之供款記錄)。本人同時授權該第三方可向公司發放或轉交該等資料。

2.3 本人答應可於上班前十五天，授權公司從本人現在仍授僱的僱主中核實本人的背景資料。

**3. 授權取存個人資料聲明**

3.1 本人授權公司或其附屬子公司，可以透過自動系統或以任何形式使用和處理關於本人的個人資料，不論其資料是否涵蓋在此表格內，公司均可處理一切本人聘任關係以內的行政管理事宜。

3.2 為此目的，本人亦授權公司把本人資料數碼化儲存於美國管轄區的雲端服務供應商(下稱“雲端供應商”)。本人已得悉儲存資料的伺服器設置於上述管轄區內，所有資料將絕對保密和不許任何澳門或海外的第三者(包括雲端供應商)取閱。此外，為確保資料的安全和保密，公司將採用不低於行業標準的系統和程序儲存資料。

3.3 本人已得悉本人享有權利，在任何時候均可直接聯絡公司以查閱，更正或取消任何關於本人之資料。

**4. 授權取用肖像及影像聲明**

4.1 於授僱期間，本人同意及授權公司在任何情況下可將本人的個人肖像及影像用於公司相關網站及內部或對外宣傳刊物。

此中文譯本只供參考，請以英文版本為準。

Signature of Applicant :

申請人簽名

Date :

日期

Name of Applicant :

申請人姓名

Date of Birth :

出生日期