



## Job Opportunities - Recruitment Form

For Office Use Only  
Ref No.: \_\_\_\_\_  
Received Date: \_\_\_\_\_

### A. Information about the Company

Company Name: \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Title/ Department : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 E-mail : \_\_\_\_\_ Tel No. : \_\_\_\_\_  
 Web Site : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
 Brief introduction of the company: \_\_\_\_\_

### B. Information about the Job

Job Title (No. of Positions): \_\_\_\_\_ ( )  
 Job Nature:  Full-time (Permanent)  Full-time (Temporary)  Part-time  
 Role and responsibilities: \_\_\_\_\_  
 Requirements / Qualification: \_\_\_\_\_  
 Location of job: \_\_\_\_\_  
 Salary / Allowance: HK\$ \_\_\_\_\_ per \_\_\_\_\_  
 Period: From \_\_\_\_\_ to \_\_\_\_\_

### C. Application Method

Submission of application to Company by:  
 e-mail to \_\_\_\_\_  
 mail to \_\_\_\_\_  
 with  Resume  Cover Letter  Others, please specify: \_\_\_\_\_  
 Closing Date for Application: \_\_\_\_\_ Target Commencement Date: \_\_\_\_\_  
 Apply to \_\_\_\_\_ Title : \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Remarks (if any): \_\_\_\_\_

Please tick as appropriate

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#### Notes:

1. CSAO FSCC reserves the right to accept, reject, or remove any job vacancy information provided by recruiting organizations.
2. The job vacancies announced via us should all be in line with the Employment Ordinance and the Minimum Wage Ordinance.
3. Please send us the completed form together with a copy of a valid Business Registration Certificate to [fscd@cpce-polyu.edu.hk](mailto:fscd@cpce-polyu.edu.hk).
4. Since it is impossible for all the information to be vetted, CSAO FSCC shall not accept any responsibility for the information disseminated herein.