



# One Company One Job Campaign – Application Form

Please complete and fax to the American Chamber of Commerce in Hong Kong at 2810 1289.

## Part I: Employer's Information

1. Company Name (English)			
2. Company Name (Chinese)			
3. Business Registration Certificate No.			
4. Business Nature		5. Size of Employment	
6. Business Address			

## Part II: Vacancy Information and Entry Requirements

7. Job Title			
8. Job Duties			
9. No of Vacancy		10. Duration of Employment Contract	<b>12 Months</b>
11. Working Hours		12. Working Days per week	
13. Work Place (If different from item 6 above)			
14. Basic Monthly Salary (Not less than \$6,000)		15. Other Benefit or Allowance	
16. Required Education		<input type="checkbox"/> Degree, major in: <input type="checkbox"/> Higher Diploma in : <input type="checkbox"/> Others, please specify:	
17. Working Experience		<b>Not Required</b>	
18. Other Entry Requirements			

## Part III. Company's Contact Person

19. Name		20. Telephone	
21. Email Address		22. Facsimile	

## Part IV. Means of Contact on Display Card at Labour Department's Job Centre

Please choose one below.

- company's contact person and telephone number
- company's name, contact person and telephone number
- company's name, fax no./email address, and requests job seekers to provide resume to this company  
Job seekers can contact Ms/Mr\* \_\_\_\_\_ at (Tel No.) \_\_\_\_\_ for a copy of this company's Personal Information Collection Statement.

\* Please delete as appropriate

### Points to note for participating companies:

- The person recruited for the post is a direct employee of you or your company.
- Please do not specify any requirements on the gender or age of the job seekers or discriminatory terms.
- The Labour Department for the provision of recruitment service will use the personal data provided by you.
- You have a right of access and correction in respect of your personal data.
- Enquiries on matters concerning personal data should be addressed to the Manager of the Job Vacancy Processing Centre of the Labour Department. Address: 1/F, Max Share Centre, 367-373 King's Road, North Point, Hong Kong. Tel: 2503 3377.

**For Employers' Reference**

## **Personal Information Collection Statement**

The following is an example of the Personal Information Collection Statement:

\_\_\_\_\_ *Personal Information Collection Statement*  
(Company Name)

The personal data collected will be used by this company to assess your job application and to determine the remuneration package to be discussed with you subject to selection for the position.

You have a right to request access to, and to request correction of, your personal data provided. If you wish to exercise these rights, please contact this company at \_\_\_\_\_

\_\_\_\_\_  
(Tel. No.)

**Note:** For enquires on the Personal Data (Privacy) Ordinance, please contact the Office of the Privacy Commissioner for Personal Data at (852) 2827 2827.