

就業服務

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| **僱主資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱： | |  | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | |
| 是次職位空缺的聯絡職員： | | | | | | | | |  | | | | | | | | | | 聯絡電話： | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **職位空缺資料** | | | | | | | | | | | | | | | | | | | | 請在適當❑ 內✓及\*刪除不適當選項 | | | | | | | | | | | | | | | | | | | | | | | |
| 是次招聘廣告刊登的公司名稱： | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 同上 | | | | |
| 行 業： | 零售 / 飲食 / 物業管理 / 清潔 / 建造 / 教育服務業 / 金融 / 醫院 / 酒店 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 地產 / 倉庫 / 運輸 / 福利機構 / 電訊 / 其他\*： | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 職位名稱： |  | | | | | | | | | | | | | 空缺數目： | | | | | | | |  | | | | | 工作地區： | | | | | | | | | |  | | | | | | |
| 工作時間： | 每週工作 | | | |  | | | | | | 天 | | | | | | | 🞏 | | | | 需輪休 | | | | | | | | | | | | | | | | | | | | | |
|  | 🞏 固定時間 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 星期 | | |  | | | 至星期 | | | | |  | | | ，由上/下午\* | | | | | | | |  | | | 時至上/下午\* | | | | | | | | | | | |  | | | | 時； | |
|  | 星期 | | |  | | | ，由上/下午\* | | | | | | | |  | | | 時至上/下午\* | | | | | | | | | | | | |  | | | | | 時 | | | | | | | |
|  | 🞏 輪班工作 | | | | | | |  | | | | | | | | | | | | | | | | | | | | | 每天工作 | | | | | | | | |  | | | 小時 | | |
| 聘用形式： | 長工 / 散工 / 暑假工 / 臨時工\*（工作期由 | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | 至 |  | | | | | | | | | | ） |
| 基本薪金： | 每月 / 星期 / 日 / 小時 / 件\* | | | | | | | | | | | | | | | | 港幣 $ | | | | | | | |  | | | | | | | | ( 必須填寫 ) | | | | | | | | | | |
| 福 利： | 🞏 有薪年假 | | | | | 🞏 強積金 | | | | | | | 🞏 車費津貼 | | | | | | | | 🞏 醫療 | | | | | | | 🞏 佣金 | | | | | | | 🞏 免費膳食 | | | | | | | | |
|  | 🞏 勞工假 | | | | | 🞏 銀行假 | | | | | | | 🞏 在職培訓 | | | | | | | | 🞏 其他： | | | | | | | | |  | | | | | | | | | | | | | |
| 職 責： |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 要求資歷： |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 備 註： |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 上述職位空缺是否歡迎50歲或以上人士登記？  🞏 歡迎50歲或以上人士 ( 將刊登在**鑽出耆職計劃**網頁、**搵工站**網頁及中心展板 )  🞏 歡迎60歲或以上人士 ( 將刊登在**鑽出耆職計劃**網頁、**搵工站**網頁及中心展板 )  🞏 否 ( 將刊登在**搵工站**網頁及中心展板 ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 貴公司提供之職位空缺薪酬待遇是否依據香港勞工法例及最低工資條例？ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 是 | | | | | | 🞏 否 | | | | |
| 公司蓋章︰ | | |  | | | | | | | | | | | | | 填表日期： | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |

職位空缺表格