



GMRMS No.	<input type="text"/>
<u>For Office Use</u>	
Date received:	<input type="text"/>
Acknowledged:	<input type="text"/>

STRICTLY PRIVATE & CONFIDENTIAL

JOB REFERRAL – APPLICATION FORM

Please read the following notes before completing this form.

1. Complete this form in **BLOCK LETTERS**. You may, if you wish, attach a full resume, but please complete this form nonetheless, even where this duplicates the information provided, as it helps us to have basic data presented in a standard format. You are advised to provide all the information requested in the form, where applicable, failing which we may not be able to process and consider your application.
2. Attached to this form is a copy of our Privacy Policy Statement and Personal Information Collection Statement (“Statements”). By submitting this application form to us, you consent to the collection and use of your personal data as described in the Statements. A copy of the Statements may also be downloaded at www.georgemiller.com.hk.

* Please delete as appropriate

Post Applied For: Industry: GMRMS no.:

Surname: Given name(s) (in full):

Title*: Dr. Mr. Mrs. Ms. Miss Name in Chinese:

Date of birth: Nationality: H.K.I.C. /Passport no.:

Address for correspondence:

Telephone no.: Office Telephone no.:

Fax no.: E-mail address:

Present salary: Incremental date: Salary scale/range:

Expected salary: How did you learn of this vacancy?

If selected for appointment, when would you be able to assume duty?

Give details of TWO referees who are able and willing to comment on your suitability for the post in question; *preferably the referees should have knowledge of your recent academic or employment experience.*

Name: <input type="text"/>	Firm / Company & Position: <input type="text"/>
Name: <input type="text"/>	Firm / Company & Position: <input type="text"/>

Should your application for this post not be successful, would you wish George Miller Limited to retain your application for consideration of any other suitable vacancy?

I (full name) hereby appoint George Miller Limited to act as my job referral recruitment consultant and declare that the information I have given in this application is correct and complete to the best of my knowledge and belief.

Date: Signature:

EDUCATION AND PROFESSIONAL QUALIFICATION**Secondary Education**

List the secondary school(s) you attended (if not in Hong Kong, give location)

Dates (month/year)		Name of School
From	To	

List the passes you obtained in public examinations (i.e. the Hong Kong Certificate of Education Examination [HKCEE], the Hong Kong Advanced Level Examination [HKALE] or equivalent)

HKCEE Year	Exam.	Subject	Grade	HKALE Year	Exam.	Subject	Grade

Post-Secondary Education

Institutions of learning attended; and degrees or other academic qualifications obtained:

Dates of attendance (month/year)		Institution of learning (including secondary schooling)	Qualifications obtained, with classification if any	Date of award (month/year)
From	To			

Professional membership:

Name of professional body	Name of award	How it is obtained (e.g. by examination)	Date of award (month/year)

WORKING EXPERIENCE & HISTORY (in chronological order):

Dates (date/month/year)		Name of Employing Organization	Position Held <i>(if part-time, state PT)</i>	Outline of Duties
From	To			

NAME OF HR KEY CONTACT (in chronological order):

Dates (date/month/year)		Name of Employing Organization	Name of HR Key Contact Person & Contact No. (e.g. Mr. George Miller, Tel : 2151 1375)	HR Key Contact Position (e.g. Head of HR / HR Officer / Personnel / Office Manager)	Reasons For Leaving
From	To				

OTHER SKILLS

Typing speed: Eng: wpm Chinese: wpm Shorthand speed:

Other relevant skills:

DECLARATION

Have you ever been discharged from employment because of unsatisfactory work performance or conduct?

Yes No

Do you receive any other income, such as second employment, retirement pay, compensation for injuries, etc?

Yes No

Have you ever been found guilty of an offence in court of law, whether in or outside Hong Kong?

Yes No

****CRIMINAL RECORD****

I confirm that I have / have no criminal record at the time of this application and that I will keep you informed of any changes. (This is a requirement of the Law Society of Hong Kong that no person with a criminal record should be employed).

Signed : _____

Full Name :

Date :

AUTHORISATION FOR REFERENCE CHECK

Dear Sirs,

I (full name) hereby authorize George Miller Limited, a recruitment consultancy firm, to obtain my references from you. Such references shall include but without limitation my personal and educational background, working experience, academic and professional achievements, salary history, performance, attendance, character and personality, reason for leaving your employment and such other relevant information as they may deem fit.

It is expressly understood that such information is obtained for the purpose of my application for prospective employment and I hereby also authorize George Miller Limited to release my references obtained to the prospective employers.

I also hereby expressly and irrevocably release and discharge George Miller Limited and all of its directors officers servants or agents from all liabilities or claims whatsoever which may arise as a result of and/or in connection with and/or out of this authorization including but without limitation defamation, interference with contract and negligence.

Candidate's Signature

Name:

Date:

(Holder of HKID Card No.)