

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

香港基督教服務處 融匯 – 少數族裔人士支援服務中心

Job Vacancy Form

About CHEER:

CHEER is one of the support service centres funded by the Home Affairs Department (HAD) of HKSAR Government to provide accessible services to ethnic minorities in Hong Kong. Our major services include interpretation and translation services, Cantonese and English courses, computer classes and integration programmes.

Notes to Employers:

1. Employers are welcomed to provide information of job vacancies to CHEER by completing the Job Vacancy Form.
2. CHEER will process your company's vacancy application as soon as possible upon receipt of Job Vacancy Form.
3. Each vacancy order will remain valid for 2 months.
4. You are requested not to submit the same application during the vacancy processing stage or when the vacancy order is still valid. If you have changed your contact means or terms of employment, or if the vacancy is filled, please notify us immediately.
5. CHEER reserves the right to edit and revise contents of the vacancy orders; and process or refuse to display any vacancy orders provided by you at CHEER and the web-site of CHEER.

STATEMENT OF PURPOSES FOR PEPERSONAL DATA
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Purpose of Collection

1. The personal data as provided by you to CHEER or by means of the Job Vacancy Form will be used by the offices of CHEER that provide employment services for introducing job seekers to you or other related purpose. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.

Classes of Transferees

2. The personal data provided by you in the Job Vacancy Form or to our staff will be disclosed to job seekers in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on display boards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

Access to Personal Data

3. You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data.

Enquiries

4. Enquiries concerning your personal data collected by means of job vacancy form including the making of access and corrections, should be addressed to:

Hong Kong Christian Service

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Address: 4/F, South Asia Commercial Centre, 64 Tsun Yip Street, Kwun Tong,
Kowloon

Tel. No.: 3106 3104

Fax: 3106-0454

Email: cheer@hkcs.org

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Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

**Delete inappropriate item*

Part I : Employer Information (Items will be showed in the post))

1. Company Name : PROFESSIONAL VIDEOTAPES LIMITED	2. Trade : RECORDING STUDIO
3. Company Address: HOUSTON CENTRE, 2/F, RM. 233-235, 63 MODY RD, TST EAST, KLN, HKG	
4. Contact Person : *Miss / Ms /Mr MS. HELEN	
5. Tel. No.: 27220012	6. Email Address: hpmilano888@gmail.com
7. Fax No.: NIL	

Part II : Vacancy Information

8. Job Title : OFFICE ASSISTANT	9. No. of Vacancy(ies) : 1
10 Job Duties : Support the Day to Day operations of the recording studio, sales, marketing, customer support & event management. Kindly send your resumes, references & past projects to recordingstudiohk@gmail.com	
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
12. Work Place (if different from item 3 –Company Address above): _____	
13. Working Hours : _____ Working days per week <input type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) 10 AM – 630 PM <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day	
14. Basic Salary : HK\$ __10,000-\$11,000__ per *month <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s)On the job Training/Annual Leave/Medical Benefits	
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary <u> X </u>) <input type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)	
16. Working Experience :	
17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the <u>genuine job requirement</u>) Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil

18. Other Entry Requirements:
GOOD PC SKILLS, SELF-MOTIVATED, HARD WORKING AND WILLING TO LEARN

Part III: Job Application Method

Applicants can apply the vacancy by:

Contact *Ms / Miss / Mr HELEN at

*Tel / E-mail hpmilano888@gmail.com

Send the resume to Ms / Miss / Mr* _____ at

* Tel / Fax / Post / E-mail * _____

Part IIV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: HELEN P
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: _____

Date: _____

For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)