

HR
CONFIDENTIAL 機密

Department / Position applied for 申請部門 / 職位	1 st choice : 第一選擇	
	2 nd choice : 第二選擇	
	3 rd choice : 第三選擇	
Expected monthly salary 要求每月薪金	MOP : 澳門幣	
Date available for employment 可上任日期	Referred by 介紹人姓名 : Position 介紹人職位 :	Recent Photo 近照 Size: 1.5 inch 呎吋: 1.5 吋
Interview Arrangement (For Official Use) 面試安排 (由公司填寫)	1 st Interview Date 第一次面試 日期 : 2 nd Interview Date 第二次面試 日期 :	
	Time 時間 :	
	Time 時間 :	

PERSONAL DATA 個人資料

Family/Last Name in English/Portuguese 姓 (英文/葡文) :	Given Name in English/Portuguese 名 (英文/葡文) :	Name in Chinese 中文姓名 :
Name in English 英文姓名 :	Alias 別名 :	Sex 性別 : Age 年齡 :
Marital Status 婚姻狀況 :	☐ Single 未婚	☐ Married 已婚
	☐ Widowed 孀寡	☐ Separated 分居
	☐ Divorced 離婚	
Residential Address in English/Portuguese 住址 (英文/葡文) :		
Residential Address in Chinese 住址 (中文) :		
E-mail Address 電郵地址 :		
Contact No. 聯絡電話號碼 : (Home住宅)	(Mobile/Pager手機/傳呼機)	
Date of Birth 出生日期 : D M Y	Place of Birth/Native Province 出生地點 (省/市) :	
Are you a Local Resident? 你是否本澳居民? ☐ Yes 是 ☐ No 否	Macau Social Security No. 澳門保障基金編號 :	US Social Security No. 美國保障基金編號 :
BIR 澳門身份証 ☐ No. 號碼 :	Passport 護照 ☐ No. 號碼 :	Nationality 國籍 :
	Issue Date 簽發日期 :	Expiry Date 有效日期 :

EMERGENCY CONTACT 緊急聯絡

First Contact Person 第一聯絡人姓名 :	E-mail Address 電郵地址 :
Contact No. 聯絡電話號碼 : (Home住宅)	(Mobile/Pager手機/傳呼機)
Second Contact Person 第二聯絡人姓名 :	E-mail Address 電郵地址 :
Contact No. 聯絡電話號碼 : (Home住宅)	(Mobile/Pager手機/傳呼機)

EDUCATION BACKGROUND 學歷

Period 日期		Name, Address & E-mail Address of Institution / College 機構/學校/學院名稱, 地址及電郵地址	Student No. 學生證號碼	Certificate/Degree/Diploma Obtained 獲得之學位或證書
From 由	To 至			

PROFESSIONAL QUALIFICATIONS 專業資格

Period 日期		Name of High School / Institution 學院/大專院校/機構名稱	Qualification Obtained 資格
From 由	To 至		

SKILLS 技能

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LANGUAGE ABILITY 語言能力

Please mark with a "✓" to indicate your knowledge of 請在適當空格填上 "✓"	Speaking 講			Listening 聽			Writing 寫		
	Fair 普通	Good 好	Excellent 極好	Fair 普通	Good 好	Excellent 極好	Fair 普通	Good 好	Excellent 極好
English 英語									
Putonghua 普通話									
Cantonese 廣東話									
Others 其他 _____									

Do you have any relatives working in Sands or any other Venetian Macau Limited entity?
你有任何親屬於金沙或任何威尼斯人澳門股份有限公司之實體工作嗎？

☐ No 否 ☐ Yes 是 If "Yes", please fill in the following table. 倘若答覆為“是”，請填寫以下表格：

Name 姓名	Relationship with you 該員工與閣下之關係	Position Held 職位	Department 所屬部門	Team Member Number 員工號碼

Are you currently employed?
你現時是否受僱？

☐ Yes 是 If Yes, how long is required for the leave notice? 若是，離職通知需時多久？ _____

☐ No 否

RESIDENTIAL ADDRESS FOR THE PAST TEN YEARS

過往十年的住址

Please list your past residential address in reverse chronological order
請由現時之住址開始填寫過去所居住的地址

From 由	To 至	Residential Address 住址

PAST EMPLOYMENT HISTORY

過往任職記錄

Please list your past employment in reverse chronological order
請由現職開始填寫過去所任職之公司

Employment Period 任職日期		Name of Company 公司名稱	Position 職位	Salary 薪金	Reason for leaving 離職原因
From 由	To 至				
1					

Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

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Please describe the major responsibilities briefly. 請簡單列明主要職務。

Company Address 公司地址：_____

E-mail 電郵：_____ Tel 電話：_____

CHARACTER REFERENCE 個人品格諮詢

Name 姓名	Company Name 公司名稱	Position 職位	Contact No 聯絡電話	Address 地址

HOBBIES & INTERESTS 嗜好及興趣

Please state your hobbies and interests. 請列出你的嗜好及興趣。

CRIMINAL RECORD 犯罪記錄

Have you ever been arrested or convicted of a criminal offence other than a minor traffic violation in Macau, Hong Kong or elsewhere?
閣下曾在澳門、香港或其他地區被拘捕或因觸犯刑事罪行被判罪(觸犯輕微交通條例除外)?

☐ Yes If "Yes", please provide details
是 如有, 請詳細列明:

☐ No
否

OTHER INFORMATION 其他資料

Mark with a "✓" where applicable. 請在適當之位置加 "✓"。

	Yes 是	No 否	If "Yes", please give particulars. 倘若答覆為 "是", 請詳細說明。
1 Have you been made a judgment debtor by the Official Assignee or the Registrars of the Court? 你曾被官方指派人或法院登記處被判為債務人?			
2 Have you signed a promissory note or an acknowledgement of indebtedness for which the amount pledged has not already been fully repaid? 你曾否為未完全償還之債務簽署過承諾書或聲明書?			
3 Have you been employed by Sands or any other Venetian Macau Limited entity in any capacity? If "Yes", what position and when? 你曾否受僱於金沙或任何威尼斯人澳門股份有限公司之實體為任何職務? 如 "有", 請列明受僱職位及任期。			
4 Have you applied for employment with Sands or any other Venetian Macau Limited entity before? If "Yes", what position and when? 你曾否向金沙或任何威尼斯人澳門股份有限公司之實體申請過職務? 如 "有", 請列明申請職位及時間。			
5 Have you any active participation in any business undertaking? 你有否參與任何商業事務?			
6 Have you ever been dismissed from any employment? 你曾否遭受任何公司解僱?			
7 Are you currently a Sands Club Member? 你是金沙會會員嗎?			

DECLARATION 聲明

I declare that the information given by me for this application is true and accurate. I understand that if I am employed, any misrepresentation or omission by me herein will be sufficient cause for dismissal from the employment with the company without notice or payment in lieu of notice. I also authorize any investigation of the above information for purposes of verification.

有關本人在此職位申請表所填報之一切資料均屬真實及正確, 如有隱瞞及虛報, 本人將願接受貴公司無賠償之即時解僱處分。本人並授權貴公司調查上述資料之真實程度。

Applicant's Signature 申請人簽署: _____ Date 日期: _____

FOR OFFICIAL USE ONLY 只供公司填寫

Division 主幹部門: _____	Department 部門: _____
Position 職位: _____	Grade 職級: _____
Salary MOP 薪金: 澳門幣 _____	Commencement Date 到職日期: _____
Department Head 部門主管: _____	Remarks 備註: _____
Date 日期: _____	Human Resources Manager 人力資源部經理: _____
Date 日期: _____	Date 日期: _____

AUTHORIZATION FOR RELEASE OF INFORMATION 資料轉交授權書

Family/Last Name
in English/Portuguese
姓 (英文/葡文) : _____

Given Name
in English/Portuguese
名 (英文/葡文) : _____

Name
in Chinese
中文姓名 : _____

Date of Birth
出生日期 : _____ D _____ M _____ Y
日 月 年

Identity Card/Passport No.
身份証/護照號碼 : _____

Release Authorization 授權聲明:

I have authorized the Venetian Macau Limited to conduct a full investigation into my background and activities.

Therefore, you are hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by an appropriate employee or documented agent of the Venetian Macau Limited Internal Security Department.

I hereby agree that the Venetian Macau Limited could conduct a background check from my current employer even though I am presently working.

☐ Yes ☐ No (If "No", please specify date available for checking _____)

A photocopy of this authorization will be considered as effective and valid as the original.

我授權威尼斯人澳門股份有限公司進行有關本人背景和活動的詳細調查。

因此，你經已獲授權可以將我的文件等資料，轉交威尼斯人澳門股份有限公司內部保安部門的合適員工或調查人員。

我答應威尼斯人澳門股份有限公司從我現在仍受僱的僱主中核實我的背景資料。

☐ 答應 ☐ 反對 (如選擇“反對”，請註明可以進行核實資料的日期 _____)

本授權書的副本與正本具同樣法律效力。

Applicant's Signature 申請人簽署 : _____ Date 日期 : _____