**Please return the order form by email to** **info@haystar.com.hk**

**Company Information 公司資料**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **公司名稱** | **:** | **(Eng)** |  |
|  |  |  | **(中文)** |  |
|  |
| **Company Nature** | **公司性質** | **:** | **Trading** | **Manufacturing** | **Business Service Provider** |
| **For others, please specify** |  |
|  |
| **Contact Person** | **聯絡人 (1)** | **:** |  |
| **Title** | **職位** | **:** |  |
| **Direct Line** | **聯絡電話** | **:** |  |
| **Email Address** | **電郵地址** | **:** |  |
|  |
| **Contact Person** | **聯絡人 (2)** |  |  |
| **Title** | **職位** |  |  |
| **Direct Line** | **聯絡電話** |  |  |
| **Email Address** | **電郵地址** |  |  |
|  |
| **Company Address** | **公司地址** | **:** |  |
|  |
| **Company Size** | **僱員人數** | **:** |  |
| **Web Address** | **公司網址** | **:** |  |
| **Office Hour** | **辦公時間** | **:** | **Mon to Fri** | **:** |  |
| **Saturday** | **:** |  | **Alt. Sat** |
| **Remarks** | **:** |  |
|  |
| **Order Date** | **訂單日期** | **:** |  |
| **Job Title** | **職位名稱** | **:** |  |
| **Job Nature** | **工作性質** | **:** |  **Permanent** |
|  **Temp** | **From** | **:** |  | **To** | **:** |  |
|  **Contract** | **From** | **:** |  | **To** | **:** |  |
| **Salary Range** | **薪金範圍** | **:** | **HK$** |  |
|  |
| **Job Benefits** | **員工福利** | **:** |  **Double Pay** | **Bonus** | **Medical** |
|  **Dental** | **Meal Allowance** |  |
|  **Public Holiday** | **Annual Leave** |  | **Days** |
| **Travelling Allowance** |
| **For others, please specify** |  |
|  |
| **Job Requirement(s)** | **入職要求** | **:** | **F.5 / F.6 / F.7** | **Diploma** | **H. Diploma** |
| **Associate Degree / Top-Up**  | **Degree** |
|  | **Years of relevant experience** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **Languages** | **語言能力** | **:** | **English** | **Fluent** | **Good** | **Fair** |
| **Mandarin** | **Fluent** | **Good** | **Fair** |
| **Cantonese** | **Fluent** | **Good** | **Fair** |
| **For others, please specify** |  |
| **Computer Skills** | **電腦操作** | **:** |  |
|  |
| **Others** | **其他技能** | **:** |  |
|  |
| **Job Description(s)** | **工作範圍** | **:** | **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |
| **-** |