

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

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.email. For enquiry please contact 3106 3104.

*Delete inappropriate item

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

1. Company Name : <u>Circle K Convenience Store (HK) Limited</u>	2. Trade : <u>Retail</u>
3. Company Address: <u>15/F, Lifung Centre, 2 On Ping Street, Siu Lek Yuen, Shatin, NT</u>	
4. Contact Person : <u>*Miss /-Ms /Mr- CHAN</u>	
5. Tel. No.: <u>2991 6568</u>	6. Email Address: <u>ckcrecruit@ckhk.com</u>
7. Fax No.: --	

Part II : Vacancy Information

8. Job Title : <u>Warehouse Assistant (Part time)</u>	9. No. of Vacancy(ies) : <u>10</u>
10 Job Duties : <u>Responsible for daily warehousing, distribution and packaging</u>	
11. Contract of Employment: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	
12. Work Place (if different from item 3 –Company Address above): <u>7/F, Maple Tree Logistics Hub, 30 Tsing Yi Road, Tsing Yi</u>	
13. Working Hours : <u>4-6</u> Working days per week <input checked="" type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) ____ <input checked="" type="checkbox"/> Shift work, working hours : <u>09:00-20:00/20:00-07:00, 4-6 days per week, 5-11 hours per day</u>	
14. Basic Salary : HK\$ <u>56</u> per *month / week / day / hour / piece <input checked="" type="checkbox"/> Basic Salary plus Commission around <u>up to \$ 56-70/hr + bonus</u> <input checked="" type="checkbox"/> other benefit(s) / allowance(s): <u>New Joiner Bonus \$20,000, Referral Bonus \$6,000, Designated Job Allowance, Performance Bonus, On-the job training, Staff discount, Shuttle Bus Services</u>	
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input checked="" type="checkbox"/> Primary (Completed Primary <u>6</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 : <u>NA</u>	
17. Language Requirement : (please take into account the genuine job requirement)	
Ability to Listen & Speak Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	Ability to Read & Write Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input 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:

Part III: Job Application Method

Applicants can apply the vacancy by:

☒ Contact *Ms / Miss / Mr Chan at

*Tel / E-mail WhatsApp 6144 7350

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

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

Part IV: 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: Tracy Leung
(Full name in Block Letters):



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

Date: 19/1/2023

For Official Use Only :

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