

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

Part II : Vacancy Information

8. Job Title : Warehouse Assistant (3-day work week)	9. No. of Vacancy(ies) : 10																																												
10 Job Duties : Responsible for daily warehousing, distribution and packaging; Fixed shift (Day/ night)																																													
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): 7/F, Maple Tree Logistics Hub, 30 Tsing Yi Road, Tsing Yi.																																													
13. Working Hours : 10 Working days per week <input checked="" type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) Day shift 09:00-20:00/ Night shift 20:00-07:00), 3 days per week <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day																																													
14. Basic Salary : HK\$ 6,750 per *month /-week /-day /-hour /-piece <input checked="" type="checkbox"/> Basic Salary plus Commission around \$ up to 7,870- 9,170/mth + bonus <input checked="" type="checkbox"/> other benefit(s) / allowance(s): New Joiner Bonus \$20,000, Referral Bonus \$6,000, Night Shift Allowance, Overtime Allowance, Designated Job Allowance, Performance Bonus, Medical Benefits, On-the job training, Staff discount, Shuttle Bus Services																																													
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input checked="" type="checkbox"/> Primary (Completed Primary 6) <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 : NA																																													
17. Language Requirement : <i>(please take into account the genuine job requirement)</i> <table style="width: 100%;"> <tr> <th colspan="4">Ability to Listen & Speak</th> </tr> <tr> <td>Cantonese</td> <td><input type="checkbox"/> Fluent</td> <td><input checked="" type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td>English</td> <td><input type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td>Putonghua</td> <td><input type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td colspan="4">Others (Please Specify: _____)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> </table>	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	<table style="width: 100%;"> <tr> <th colspan="4">Ability to Read & Write</th> </tr> <tr> <td>Chinese</td> <td><input type="checkbox"/> Able to Read & Write</td> <td><input type="checkbox"/> Able to Read</td> <td><input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English</td> <td><input type="checkbox"/> Able to Read & Write</td> <td><input checked="" type="checkbox"/> Able to Read</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td colspan="4">Others (Please specify: _____)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Able to Read & Write</td> <td><input type="checkbox"/> Able to Read</td> <td><input type="checkbox"/> Nil</td> </tr> </table>	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 checked="" 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
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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 2991 6568

☐ 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: Tracy Leung
(Full name in Block Letters):

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



Date: 28/2/2023

For Official Use Only :

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