

**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](mailto: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 : KONE Elevator (HK) Limited		2. Trade : Lifts & Escalator
3. Company Address: 11/F, Two Harbour Square, 180 Wai Yip Street, Kwun Tong, <u>H.K.</u>		
4. Contact Person : * Ms Charlotte CHIU		
5. Tel. No.: 2786-6524	6. Email Address: <a href="mailto:chiu.oining@kone.com">chiu.oining@kone.com</a>	7. Fax No.:

**Part II : Vacancy Information**

8. Job Title : Assistant Craftsman		9. No. of Vacancy(ies) : 3
10 Job Duties :  <ul style="list-style-type: none"> <li>Maintenance, Repair &amp; Inspection, Installation &amp; Modernization of Lifts &amp; Escalators</li> <li>The On-the-job training will be provided by company</li> <li>F.3 level or above</li> </ul>		
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): <u>Hong Kong, Kowloon, New Territories</u>		
13. Working Hours : <u>6</u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u>Mon to Sat, 8:30am to 6:30pm</u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day		
14. Basic Salary : HK\$ <u>negotiable</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input checked="" type="checkbox"/> other benefit(s) / allowance(s): <u>Annual Leave-12 days, company holiday-18 days, Birthday Leave, Medical Insurance, OT Allowance, Discretionary Bonus</u>		
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____ ) <input checked="" type="checkbox"/> Secondary (Completed Secondary <u>F.3</u> ) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____ )		
16. Working Experience : N/A		
17. Language Requirement : <u>Ability to Listen &amp; Speak</u> <u>Ability to Read &amp; Write</u> (please take into account the genuine job requirement) Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil                      Chinese <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil                      English <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil                      Others (Please specify: _____ ) Others (Please Specify: _____ ) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil		

18. Other Entry Requirements: N/A

### Part III: Job Application Method

Applicants can apply the vacancy by:

- ☐ Contact \*Ms / Miss / Mr- Charlotte CHIU at  
\*Tel / E-mail 2786-6524 / keh.hr@kone.com
- ☐ Send the resume to Ms / Miss / Mr\* Charlotte CHIU at  
\* Tel / Fax / Post / E-mail \* keh-hr@kone.com

### 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: LUN KEE WAH  
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 

Date: 1 Dec 2022

For Official Use Only :

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