

**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 : Kai Shing Management Services Limited	2. Trade :
3. Company Address: Unit 301-303, 3/F, Apec Plaza, No. 49 Hoi Yuen Road, Kwun Tong, H.K.	
4. Contact Person : *Miss / Ms /Mr- Keung	
5. Tel. No.: 3703 5460	6. Email Address: <a href="mailto:recruit@kaishing.com.hk">recruit@kaishing.com.hk</a>
7. Fax No.: 2827 8608	

**Part II : Vacancy Information**

8. Job Title : Security Guard	9. No. of Vacancy(ies) : 50+		
10 Job Duties : - Perform general security work such as patrolling, guest registration etc. - Be responsible for property management and customer services - Handle customer/ residents enquiries and deal with emergencies - Check and ensure the normal operation of facilities			
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>Any districts in New Territories, Kowloon, Hong Kong</u>			
13. Working Hours : <u>6</u> Working days per week <input 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>9 or 12</u> hours per day			
14. Basic Salary : <u>HK\$ 14,000 -17,000</u> per *month /week /day /hour /piece <input type="checkbox"/> plus Commission around \$ _____ <input checked="" type="checkbox"/> other benefit(s) / allowance(s) <u>Overtime payment, New Joiners Bonus, Medical Benefits, Birthday Leave, Marriage Leave etc.</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>5</u> is preferable ) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____ )			
16. Working Experience : -			
17. Language Requirement : (please take into account the genuine job requirement) <table style="width: 100%;"> <tr> <td style="width: 50%;"> <u>Ability to Listen &amp; Speak</u>            Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair    <input type="checkbox"/> Nil            English    <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair    <input type="checkbox"/> Nil            Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair    <input checked="" type="checkbox"/> Nil            Others (Please Specify: _____ )  <input type="checkbox"/> Fluent <input type="checkbox"/> Fair    <input type="checkbox"/> Nil         </td> <td style="width: 50%;"> <u>Ability to Read &amp; Write</u>            Chinese <input type="checkbox"/> Able to Read &amp; Write    <input checked="" type="checkbox"/> Able to Read    <input type="checkbox"/> Nil            English    <input type="checkbox"/> Able to Read &amp; Write    <input checked="" type="checkbox"/> Able to Read    <input type="checkbox"/> Nil            Others (Please specify: _____ )  <input type="checkbox"/> Able to Read &amp; Write    <input type="checkbox"/> Able to Read    <input type="checkbox"/> Nil         </td> </tr> </table>	<u>Ability to Listen &amp; Speak</u> Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____ ) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read &amp; Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input 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:

Must obtain Security Personnel Permit (SPP) and QAS Basic Security Guard Training Course (QASRS)

**Part III: Job Application Method**

Applicants can apply the vacancy by:

✓ Contact \*Ms / Miss / Mr Keung at

\*Tel : (852) 3703 5460 / E-mail : [recruit@kaishing.com.hk](mailto:recruit@kaishing.com.hk)


✓ Send the resume to Ms / Miss / Mr\* Keung at

\* Whatsapp: (852) 9866 8650 / Fax: (852) 2827 8608 / Post: Unit 301-303, 3/F, Apec Plaza, No. 49 Hoi Yuen Road, Kwun Tong, H.K. / E-mail : [recruit@kaishing.com.hk](mailto:recruit@kaishing.com.hk)

**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: Ms. Janice Lam  
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 

Date: 15/3/2023

For Official Use Only :

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