

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

香港基督教服務處 融匯 – 少數族裔人士支援服務中心

Job Vacancy Form

About CHEER:

CHEER is one of the support service centres funded by the Home Affairs Department (HAD) of HKSAR Government to provide accessible services to ethnic minorities in Hong Kong. Our major services include interpretation and translation services, Cantonese and English courses, computer classes and integration programmes.

Notes to Employers:

1. Employers are welcomed to provide information of job vacancies to CHEER by completing the Job Vacancy Form.
2. CHEER will process your company's vacancy application as soon as possible upon receipt of Job Vacancy Form.
3. Each vacancy order will remain valid for 2 months.
4. You are requested not to submit the same application during the vacancy processing stage or when the vacancy order is still valid. If you have changed your contact means or terms of employment, or if the vacancy is filled, please notify us immediately.
5. CHEER reserves the right to edit and revise contents of the vacancy orders; and process or refuse to display any vacancy orders provided by you at CHEER and the web-site of CHEER.

STATEMENT OF PURPOSES FOR PERSONAL DATA
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Purpose of Collection

1. The personal data as provided by you to CHEER or by means of the Job Vacancy Form will be used by the offices of CHEER that provide employment services for introducing job seekers to you or other related purpose. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.

Classes of Transferees

2. The personal data provided by you in the Job Vacancy Form or to our staff will be disclosed to job seekers in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on display boards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

Access to Personal Data

3. You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data.

Enquiries

4. Enquiries concerning your personal data collected by means of job vacancy form including the making of access and corrections, should be addressed to:

Hong Kong Christian Service

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Address: 4/F, South Asia Commercial Centre, 64 Tsun Yip Street, Kwun Tong,
Kowloon

Tel. No.: 3106 3104

Fax: 3106-0454

Email: cheer@hkcs.org

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- 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.org For enquiry please contact 3106 3104.

**Delete inappropriate item*

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

1. Company Name : John Swire & Sons (H.K.) Limited	2. Trade :
3. Company Address: 5/F, One Taikoo Place, 979 King's Road Quarry Bay, Hong Kong	
4. Contact Person : *Miss / Ms / Mr Aero Chow	
5. Tel. No.: 2840 8047	6. Email Address: aerochow@jsshk.com
7. Fax No.:	

Part II : Vacancy Information

8. Job Title : Caretaker	9. No. of Vacancy(ies) : 1												
10 Job Duties : <ul style="list-style-type: none"> Responsible for cleaning and tidying the holiday house and communal areas Upkeep the household facilities and equipments in holiday house and take appropriate action for repair and maintenance Provide good customer services to guests Perform ad-hoc duties as assigned by supervisors 													
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): Yuen Long Area													
13. Working Hours : 6 Working days per week <input checked="" type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) : 9am – 7pm (10 hours per shift) <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day													
14. Basic Salary : HK\$ _____ per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____													
15. Required Education : <input checked="" type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <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 : Minimum 1 year relevant experience in housekeeping													
17. Language Requirement : <i>(please take into account the <u>genuine</u> job requirement)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Ability to Listen & Speak</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Ability to Read & Write</u></th> </tr> <tr> <td>Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil</td> <td>Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil</td> <td>English <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil</td> <td>Others (Please specify: _____)</td> </tr> <tr> <td>Others (Please Specify: _____)</td> <td><input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil</td> </tr> <tr> <td><input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil</td> <td></td> </tr> </table>	<u>Ability to Listen & Speak</u>	<u>Ability to Read & Write</u>	Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" 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 type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil	Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil	Others (Please specify: _____)	Others (Please Specify: _____)	<input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil	<input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	
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<input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil													

18. Other Entry Requirements:

Good knowledge of handling cleaning chemicals and use of equipment

Part III: Job Application Method

Applicants can apply the vacancy by:

☒ Contact *~~Ms~~ / Miss / ~~Mr~~ Aero Chow at

*Tel 5687 - 9628

☒ Send the resume to ~~Ms~~ / Miss / ~~Mr~~* Aero Chow at

* ~~Tel / Fax / Post~~ / E-mail * Aerochow@jsshk.com

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: WING CHEUNG
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop:

Date: 7 June 2023

For Official Use Only :

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