

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.org For enquiry please contact 3106 3104.

**Delete inappropriate item*

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

1. Company Name : The Hong Kong and China Gas Company Limited		2. Trade : Gas Supply
3. Company Address: 23/F, 363 Java Road, North Point, Hong Kong		
4. Contact Person : *Miss / Ms /Mr Cecilia Ng		
5. Tel. No.: 29633861	6. Email Address: Cecilia.ng@tonggas.com	7. Fax No.: 25616113

Part II : Vacancy Information

8. Job Title : Gas Technician Trainee		9. No. of Vacancy(ies) : 16		
10 Job Duties : <ul style="list-style-type: none"> Gas-related technical duties Provide job training and the opportunity to be a full-time technician 				
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</u>				
13. Working Hours : <u>5</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-Fri 8am-6pm</u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day				
14. Basic Salary : HK\$ <u>13,000</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input checked="" type="checkbox"/> other benefit(s) / allowance(s) <u>Medical insurance, gas allowance, public holidays, annual leave</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>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 : Nil				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding-right: 10px;"> 17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the <u>genuine job requirement</u>) Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" 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%; vertical-align: top; padding-left: 10px;"> <u>Ability to Read & 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 </td> </tr> </table>			17. Language Requirement : <u>Ability to Listen & Speak</u> (please take into account the <u>genuine job requirement</u>) Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" 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 & 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:

Part III: Job Application Method

Applicants can apply the vacancy by:

☐ Contact *Ms / Miss / Mr _____ at

*Tel / E-mail _____

✓ Send the resume to Ms / Miss / Mr* _____ Cecilia Ng _____ at

* Tel / Fax / Post / E-mail * recruit@towngas.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: Cecilia Ng

(Full name in Block Letters):

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

Date: 12 JUN 2023



For Official Use Only :

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