

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 : Laundrimate Service Limited		2. Trade : LAUNDRY
3. Company Address: 3/F., Wing Tai Factory Building, 3 Tai Yip Street, Kwun Tong, Kowloon		
4. Contact Person : *Miss / Ms / Mr LEE		
5. Tel. No.: 2757 7470	6. Email Address: laundrimate@synergis.com.hk	7. Fax No.: 2750 8326

Part II : Vacancy Information

8. Job Title : Laundry Assistant		9. No. of Vacancy(ies) : 4
10 Job Duties : Assist in counting the number of clothes, ironing clothes and cleaning clothes		
11. Contract of Employment: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time		
12. Work Place (if different from item 3 –Company Address above): _____		
13. Working Hours : <u> 3 </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-Wed, Fri-Sat 8am-11am,</u> <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day		
14. Basic Salary : HK\$ <u> 45 </u> 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 :		
17. Language Requirement : (please take into account the genuine job requirement)	<u>Ability to Listen & Speak</u> Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" 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 & Write</u> 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 checked="" type="checkbox"/> Nil

18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

☒ Contact *Ms / Miss / Mr ___Lee___ at

*Tel / E-mail _2757 7470_

☐ Send the resume to Ms / Miss / Mr* _____ at

* Tel / Fax / Post / E-mail * _____

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: Karen Ng
(Full name in Block Letters):



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

Date: 26 JUL 2023

For Official Use Only :

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