

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 : Baker & Patisserie Limited	2. Trade : F&B
3. Company Address: Room 302, Corporation Square, 8 Lam Lok Street, Kowloon Bay, KLN	
4. Contact Person : *Miss / Ms / Mr Chris Man	
5. Tel. No.: 3610 8338	6. Email Address: Christopher.Man@baker-patisserie.com
7. Fax No.: 2795 7473	

Part II : Vacancy Information

8. Job Title : Night Frozen Packaging Staff	9. No. of Vacancy(ies) : 1
10 Job Duties : Support daily production of the Packaging department; Manual lifting and handling at work is required; Follow the safety instructions and guidelines in the operations of machinery; Maintain cleanliness and sanitation in work station	
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): _____	
13. Working Hours : <u>9.5 hrs</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 & Sun 9:30pm – 7:00am, 6 day off per month</u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day	
14. Basic Salary : HK\$ <u>14,500-15,000</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input checked="" type="checkbox"/> other benefit(s) / allowance(s) <u>Good attendance allowance \$1000 & overnight allowance \$800 & Laundry allowance \$150</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>Form 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 : 1-2 years	
17. Language Requirement : (please take into account the <u>genuine job requirement</u>) <u>Ability to Listen & Speak</u> Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input 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 checked="" 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 checked="" type="checkbox"/> Able to Read & Write <input 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 _____ Man _____ at

*Tel / E-mail _____ 3610 8338

☒ Send the resume to Ms / Miss / Mr* _____ Man _____ at

* Tel / Fax / Post / E-mail * _____ 3610 8338 (whatsapp)

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: _____ CHRISTOPHER MAN /
(Full name in Block Letters):

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

Date: _____ 28 AUG 2023



For Official Use Only :

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