

For the purpose of not to assign you to a position having supervisory relationship with relative, please complete the following if you have relative(s) working in KS F&B Group Limited: 如果你有親屬於 KS F&B Group Limited 工作，請填寫此欄，以避免閣下與親屬在工作崗位上有直轄關係:

| Name 姓名 | Department 部門 | Position 職位 |
|---------|---------------|-------------|
| | | |

Please give a brief account of your duties, responsibilities & significant achievements with your present / last employment.
請簡述你現職 / 前任公司的工作、職責及主要成就

SKILLS 技能

| | |
|--|--------------------------|
| <input type="checkbox"/> PC Knowledge 電腦知識 | Please specify 請詳列 _____ |
|--|--------------------------|

語言 LANGUAGES

| 語言 Language | | 聽 Listening | | | 說 Speaking | | | 讀 Reading | | | 寫 Writing | | |
|---|---------------|-------------|------------|-------------|------------|------------|-------------|------------|------------|-------------|------------|------------|-------------|
| | | 良好 Good | 一般 Fair | 略懂 Basic | 良好 Good | 一般 Fair | 略懂 Basic | 良好 Good | 一般 Fair | 略懂 Basic | 良好 Good | 一般 Fair | 略懂 Basic |
| 中文 Chinese | 粵語 Cantonese | | | | | | | | | | | | |
| | 普通話 Putonghua | | | | | | | | | | | | |
| 英文 English | | | | | | | | | | | | | |
| 其他語言，請註明: Other languages, please specify : | | | | | | | | | | | | | |

人事紀錄通知書

在向本公司提供任何個人資料之前，請閱讀本通知書。

本公司將你提供的個人資料，作為有關你受僱/可能受僱於 KS F&B Group Limited 的用途。

當你提供這些個人資料時，請確保這些資料是準確及完整的。如果你不向本公司提供所需的資料或你提供錯誤/不完整的資料，你受僱/可能受僱於本公司的情況將會受到影響。

同時，請注意你的個人資料可能會被本公司交予：

- 公司內的有關人士；
- 需要該等資料作為你受僱或服務於本公司的任何其他有關人等或機構；
- 根據法例本公司得按法例的要求及指明的用途和目的提供該等資料予任何有關政府部門/適當的機構；或
- 在法律容許或授權的情況下。

本公司將會在得到你的同意後，才使用你的個人資料作為其他目的。

PERSONNEL RECORDS NOTICE

Please read this notice before you provide any personal data to our company.

The personal data provide by you will be used by KS F&B Group Limited for purposes relating to your employment/prospective employment with our company.

When you provide personal data to us, please make sure that the data are accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment with our company will be affected.

Please also note that your personal data may be made available to:

- appropriate persons in our company;
- any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of services to our company;
- any relevant government department/appropriate authorities when our company is required to provide them under the relevant legislation for use for the purpose of that legislation; or
- where permitted or authorized by law.

We will obtain your consent before using your personal data for any other purposes.

Date
日期 _____

Signature
簽名 _____