**Please return the order form by email to** [**info@haystar.com.hk**](mailto:info@haystar.com.hk)

**Company Information 公司資料**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **公司名稱** | | **:** | **(Eng)** | | | |  | | | | | | | | | | | | | | | | | | |
|  |  | |  | **(中文)** | | | |  | | | | | | | | | | | | | | | | | | |
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| **Company Nature** | **公司性質** | | **:** | **Trading** | | | | | **Manufacturing** | | | | | | | | | **Business Service Provider** | | | | | | | | |
| **For others, please specify** | | | | | | | | | | | | | |  | | | | | | | | |
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| **Contact Person** | **聯絡人 (1)** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Title** | **職位** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Direct Line** | **聯絡電話** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Email Address** | **電郵地址** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
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| **Contact Person** | **聯絡人 (2)** | |  |  | | | | | | | | | | | | | | | | | | | | | | |
| **Title** | **職位** | |  |  | | | | | | | | | | | | | | | | | | | | | | |
| **Direct Line** | **聯絡電話** | |  |  | | | | | | | | | | | | | | | | | | | | | | |
| **Email Address** | **電郵地址** | |  |  | | | | | | | | | | | | | | | | | | | | | | |
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| **Company Address** | **公司地址** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
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| **Company Size** | **僱員人數** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Web Address** | **公司網址** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Office Hour** | **辦公時間** | | **:** | **Mon to Fri** | | | | | | **:** | | |  | | | | | | | | | | | | | |
| **Saturday** | | | | | | **:** | | |  | | | | | | | **Alt. Sat** | | | | | | |
| **Remarks** | | | | | | **:** | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Order Date** | **訂單日期** | **:** | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Job Title** | **職位名稱** | **:** | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Job Nature** | **工作性質** | **:** | | | **Permanent** | | | | | | | | | | | | | | | | | | | | | |
| **Temp** | | | | | | | **From** | | | | **:** |  | | | | **To** | | | **:** | |  |
| **Contract** | | | | | | | **From** | | | | **:** |  | | | | **To** | | | **:** | |  |
| **Salary Range** | **薪金範圍** | **:** | | | **HK$** | |  | | | | | | | | | | | | | | | | | | | |
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| **Job Benefits** | **員工福利** | **:** | | | **Double Pay** | | | | | | | | | **Bonus** | | | | | | | | | **Medical** | | | |
| **Dental** | | | | | | | | | **Meal Allowance** | | | | | | | | |  | | | |
| **Public Holiday** | | | | | | | | | **Annual Leave** | | | | | | | | |  | | **Days** | |
| **Travelling Allowance** | | | | | | | | | | | | | | | | | | | | | |
| **For others, please specify** | | | | | | | | | | | | |  | | | | | | | | |
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| **Job Requirement(s)** | **入職要求** | | **:** | **F.5 / F.6 / F.7** | | | | | | | | | | | **Diploma** | | | | | | | **H. Diploma** | | | | |
| **Associate Degree / Top-Up** | | | | | | | | | | | | | | | **Degree** | | | | | | | |
|  | | **Years of relevant experience** | | | | | | | | | | | | | | | | | | | | |
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| **Languages** | **語言能力** | | **:** | **English** | | | | | | | **Fluent** | | | | | | | **Good** | | | | | | **Fair** | | |
| **Mandarin** | | | | | | | **Fluent** | | | | | | | **Good** | | | | | | **Fair** | | |
| **Cantonese** | | | | | | | **Fluent** | | | | | | | **Good** | | | | | | **Fair** | | |
| **For others, please specify** | | | | | | | | | | | | | |  | | | | | | | | |
| **Computer Skills** | **電腦操作** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
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| **Others** | **其他技能** | | **:** |  | | | | | | | | | | | | | | | | | | | | | | |
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| **Job Description(s)** | **工作範圍** | | **:** | **-** | | | | | | | | | | | | | | | | | | | | | | |
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