

永 旺 ( 香 港 ) 百 貨 有 限 公 司

AEON STORES (HONG KONG) CO., LIMITED

Confidential

**Management Trainee**

**Application Form**

**Please submit your certificate / employment reference with “Management Trainee Application Form” to** **mtprogramme@aeonstores.com.hk** **or send to**

The Human Resources Manager

AEON Stores (Hong Kong) Co., Limited

##### Units 7-11, 26/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories.

##### (Closing Date: **31 May 2020)**

*(Please quote “Ref.: MT – 2020”)*

##### Closing Date: **19 April 2013**

##### (Please quote “Ref.: GT - 13” on the envelope)

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| **For Official Use Only**  |
| **Ref. No** **:** |
| **D.O.J.** **:** |
| **D.O.L.** **:** |

# Please complete in **BLOCK LETTERS**. Fax copy will not be processed.

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| **(I) Personal Information** | Affix Photo in below box or attach by E-mail(Optional) |
| Name in Chinese:      | Name in English:      | Alias:      |
| \* HKID Card / Passport No.:      | Mobile Phone No.:      | Residential Telephone No.:      |  |
| Residential Address:      |
| Correspondence Address (Please disregard if same as above):      |
| Email Address:  |

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| **(II) Availability for screening process** |
|  Please emphasize dates and time slots that you are NOT available for any screening process in Apr, May and June.       |

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| **(III) Education (in chronological order)**  |
| InstitutionsAttended/Attending | Date  | Full-time or Part-time | Education Level | Major Subject | Overall GPA(update to the latest semester) |
|  | From (mm/yy) | To (mm/yy) |  |  |  |  |
| If “others”, please specify       | /      | /      |  | If “others”, please specify       |       |       |
| If “others”, please specify       | /      | /      |  | If “others”, please specify       |       |       |
| If “others”, please specify       | /      | /      |  | If “others”, please specify       |       |       |

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| **(IV) Academic Background (Please list out all subjects in below boxes)** |
| **HKCEE result** | **HKAL result**  |
| **Year** **Taken** (If not attended, please fill N/A)**:**       | **Year** **Taken** (If not attended, please fill N/A)**:**       |
| **Subject** | **Result** | **Subject** | **Result** |
|       |  |       |  |
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| **HKDSE result** |
| **Year** **Taken** (If not attended, please fill N/A)**:**       |
| **Subject** | **Result** |
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| **(V) Extra-curricular Activity (in chronological order)**  |
| Date | Names of Organizations/Activities | Position Held | Major Activities Participated |
| From (mm/yy) | To (mm/yy) |
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| **(VI) Employment History (in chronological order and EACH employment period must be more than one month)** |
| Date | Names of Employers  | Position Held | Full-time or Part-time | Major Duties |
| From (mm/yy) | To (mm/yy) |
| ***Retail Related:*** |
| /      | /      |       |       |  |       |
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| Others: |
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| **(VII) Languages (Please select the appropriate level)** |
| **Cantonese** |  | **English** |  | **Japanese** | JLPT:  |
| **Mandarin** |  |  **Others**: please specify.  |  |

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| **(VIII) Skills (Please select the appropriate level)** |  |
| Computer Software Knowledge (Please specify on the right) | 1.      |  |
| 2.      |  |
| 3.      |  |
| 4.      |  |
| 5.      |  |
| Typing Speed | Words Per Minute: Chinese      ; English       |
| Others |       |

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| **(IX) Short Question** |
| **What are your expectations for working in Retail Industry?**  |

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| **(X) Academic Referee** |
|  Please state two lecturers who have consented to act as academic referees. **Name:**  **Position:** **Contact Phone Number:**     |

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| **(XI) Others** |
| Salary Expected | HK$ |
|  Are you willing to work in Mainland China? |  |
|  Are you willing to work on shift? |  |
| Referral Source | If “others”, please specify       |

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| **(XII) Declaration** |
| Do you need to apply for a work VISA for working in Hong Kong? |  |
|  Have you ever tendered any application to AEON? |  |
|  Have you taken any position in AEON? | \*If “yes”, please specify       |

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| **The personal data collected in this application form will be used by our Company to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, payment and benefits package to be discussed with you subject to selection for the position.** **It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of one year.****Our Company applies equal opportunities philosophy to our employment policy, Each candidate is assessed solely according to individual’s capabilities of carrying out the prospective job. There is no discrimination against any candidates on the grounds of gender, marital status, ages, race, religion, colour, nationality, physical or mental disability, and pregnancy.** **The personal data held by our company will be kept confidential but our company may provide such data to the following parties for the following purposes:(a) our subsidiaries or associated companies (if there are suitable vacancies) for their consideration of employment;(b) third party service provider who provides administrative, telecommunications or other services to our company in connection with the operation of its business; and(b) third party service provider who provides administrative, telecommunications or other services to our company in connection with the operation of its business; and(c) any person to whom our company is under an obligation to make disclosure under the requirements of any law binding or under and for the purposes of any guidelines issued by regulatory or other authorities with which our company is required tocomply.****Applicant has the right to review, access and correct any personal data held by our company in relation to your application. If the applicant wishes to do so, please write to The Human Resources Manager, Units 7-11, 26/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories. An Administration fee may be charged for the processing of any data access request.****I have read carefully and fully comprehend the above Statement.** |

I confirm that the information given on this application form is true, correct and complete. A false statement or dishonest answer to any question may give grounds for my immediate discharge from employment with the Company.

I apply for employment in your company on the basis of the information and conditions mentioned above which I fully comprehend and on the understanding that the Company may require me to be medically examined before engagement.

Signature of Applicant:  Date: