



香港賽馬會
The Hong Kong Jockey Club

User Guide for Filling Electronic HKJC Employment Application Form

INTRODUCTION

The guideline below is a clear explanation of demonstrating how to fill in the electronic Employment Application Form. Under each Data Field, the description next to it will illustrate with examples showing in the Data Sample column. Please complete all fields in the form.

It is recommended for you to read through the guideline before filling out the application form.

FORM FILLING GUIDELINE

Name of Data Field	Data Field Description	Data Sample
Position Applied For	The position title stated in the job advertisement	Business Analyst (Retail)
Job Reference No.	The 8-digit Job Reference number stated in the Heading of job advertisement. Please fill in this field carefully, incorrect job reference no. will not be recognized by our recruitment system	20000001
Name in English (Last Name)	Surname Name as printed in ID or Passport	Chan
Name in English (First Name)	First Name as printed in ID or Passport	Tai Man
Name in English (Preferred Name)	Please fill in if any	Peter
Name in Chinese	The Full Chinese Name as printed in ID or Passport	陳大文
Contact Tel. No.	Please input your phone number for contact purpose. No space required.	91234567
Email Address	Please input one email address for contact purpose.	yourname@yahoo.com.hk
Current / Last Salary (HK\$)	Amount of current/last salary in monthly basis, you may input 0 if you do not have any working experiences	25000
Expected Salary (HK\$)	Amount of expected salary in monthly basis	25000
Date Available	The best estimate of earliest on-board date	One month notice
Source of Vacancy Information	From the pull down menu, please select the sourcing channel of which you applied for this job vacancy	

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