

香港エクスプレス☆書類の書き方

<https://ameblo.jp/vic-english/entry-12307070856.html>

2017年09月02日(土)

テーマ: 香港エクスプレス

書類通過者には、下記のようなメールが届いています💡
かなりボリュームが多いので、早めに取りかかりましょうね💡

😊 香港エクスプレスについてはご存知ですか？香港初の LCC で革新的な航空会社です。近年、就航都市を拡大したり、増機予定等勢いのある会社ですよ。ベースは香港。日本以外の路線に乗務できるのも魅力ですね✨



HK Express Cabin Crew Recruitment Day:

Date: 08 September 2017

Time: 0820

Venue: Room Kasuga , 10th Floor, Hilton Osaka, 1-8-8 Umeda Kita-Ku Osaka 530-0001 Japan

Please bring the following items for Recruitment Day registration:

- Application form

↓ [Employment Application Form_Cabin Crew.pdf](#) ↓

http://links.dc5.pageuppeople.com/mpss/c/0wA/UJ8eAA/t.2a6/peH0IOL1QHWUe2cm_SvX8Q/h0/IX4AS6aXAKvcAj3S1N25NvcjUoARE6mCQ2zJqCvfOXEBMJljr wLtt634J04LDOZcadJd0QUJjB2i8Gls8nESwcHGyy-2Bswlvj9-2F4V-2F06sIWjMHvw-2F8sUF-2BvTXkQ9Dc-2BdMKEDN-2B1Xn99LLq9uo42UaONRHmpksSQFZaWXmmkaXGs7K2Mu2OePOv9zdivxcnIoh

- Personal resume
- Graduation certifications (Both Originals & Copies x 2)
- Employment proofs (Both Originals & Copies x 2)
- Completed Reference Check Authorization form

↓ [Referenece Check Authorization Form.pdf](#) ↓

http://links.dc5.pageuppeople.com/mpss/c/0wA/UJ8eAA/t.2a6/peH0IOL1QHWUe2cm_SvX8Q/h1/IX4AS6aXAKvcAj3S1N25NvcjUoARE6mCQ2zJ

qCvfOXEBMJjrwLtt634J04LDOZcadJd0QUJjB2i8Gls8nESwcHGyy-
2Bswlvj9-2F4V-2F06sIWjMHvw-2F8sUF-2BvTXkQ9Dc-2BdMKEDN-
2B1Xn99LLq9uo42UaONJKmHYg9I5wG-
2FcBbNm64In4xmwTk0GWv6UxGVgn4wMJ

- Passport (Both Original & Copies x 2)
- Passport-sized photo x 2

Come and join us on our Recruitment Day!

Best Regards,

HK Express



まずは面接の持ち物について 📁 📁

①Application form [Employment Application Form_Cabin Crew.pdf](#)

アプリケーションフォーム(下記参照してください)

※添付ファイルを印刷し、全ての個人情報を記入

②Personal resume

履歴書

③Graduation certifications (Both Originals & Copies x 2)

卒業証明書(原本とコピー2部)

④Employment proofs (Both Originals & Copies x 2)

職務経歴書

⑤Completed Reference Check Authorization form ([Referenece Check Authorization Form.pdf](#))

確認書(原本とコピー2部)(下記参照してください)

※添付ファイルを印刷して、2名分の推薦者情報を記入

※確認書と表現しましたが、あえて「推薦状」という言葉を使いませんでした。このように書くと構えてしまうでしょうし、日本でいう「推薦」より軽く(サイン等必要ないため)、ご両親やご両親の知人の方、同僚などで良いと思います。学生でしたら教授などもおススメです。

⑥Passport (Both Original & Copies x 2)

パスポート(原本とコピー2部)

⑦Passport-sized photo x 2

写真2枚(パスポートサイズ)



つづいてアプリケーションフォームと確認書の書き方はこちら 📄 📄

HK Express
Hong Kong's low-fare airline

CONFIDENTIAL

Position Applied* Senior Purser / Flight Purser / Flight Attendant

Personal Details

Title	Mr/Mrs/Miss	Full Name* (氏名)	Hanako Yamada
Chinese Name (漢字)	山田花子	Email Address* (メールアドレス)	vic@vic.com (PC)
Contact Number* (連絡先)	+81-90-0000-0000	Contact Number 2 (連絡先2)	+81-3-0000-0000
Date of Birth (誕生日)	01/12/1994	Place of Birth* (出生地)	Tokyo, JAPAN
Primary Nationality (国籍)	Japanese	Secondary Nationality (第二国籍)	(あり方のみ)
Identity Type (パスポート)	Passport document No	Identity No (パスポートNo)	XS1234567
Issuing Place (発行地)	JAPAN	HK Permanent Resident* (香港永住権)	Yes <input type="radio"/> No <input checked="" type="radio"/>
Marital Status (未婚or既婚)	Single	Country* (国籍)	JAPAN
Residential Address (住所)	5-1-3 Roppongi Minatoku Tokyo 106-0032		

Education & Professional Qualification

Highest Level of Education 学歴 ※ 最終学歴から順上に記入

Type of Education Tertiary / Secondary / Professional Qualification / License / Certificate
大学はここ

Education Status (卒業) Completed / In Progress (在学中) Study Load (全日制) Full Time / Part Time

Degree Type Bachelor Degree

Major / Cert. / License (専攻) American Studies

Institution (学校名) VIC University

Year Started (入学した年) 04/2013 Year Finished (卒業する/した年) 03/2017

Education 2

Type of Education Tertiary / Secondary / Professional Qualification / License / Certificate
↑ 高校

Education Status Completed / In Progress Study Load Full Time / Part Time

Degree Type (書く必要なし)

Major / Cert. / License (書く必要なし)

Institution VIC high school

Year Started 04/2010 Year Finished 03/2013

Education 3

Type of Education Tertiary / Secondary / Professional Qualification / License / Certificate

Education Status Completed / In Progress Study Load Full Time / Part Time



EMPLOYMENT APPLICATION FORM
CONFIDENTIAL

Institution _____

Year Started _____ Year Finished _____

Current / Most Recent Employer* *職歴 ※ 現職の直近から順に記入*

Company Name *(会社名)* VIC Hotel

Job Title *(職種)* receptionist

Working Location *(勤務先)* Tokyo, JAPAN

Period *(在職期間)* 04/2017 to present

Salary *(給料) ※ 月額* 180000 / JPN

Responsibilities *(役職)* (ある方のみ)

Reason of Leaving *(退職理由)* (契約終了のため、新しい仕事に挑戦するため)

Employer 2

Company Name _____

Job Title _____

Working Location _____

Period _____ to _____

Reason of Leaving

Other Skills

MS Word (ワード)	MS Excel (エクセル)	MS Powerpoint (パワーポイント)	Other PC Knowledge
Advance/Intermediate/Basic	Advance/Intermediate/Basic	Advance/Intermediate/Basic	Details: (その他PCの知識が"ある")

Language

	Speaking	Writing	Reading
* Please specify the level: Fluent/Proficient/Intermediate/Basic			
English (英語)	Fluent	Fluent	Fluent
Cantonese (広東語)	Proficient	Proficient	Proficient
Mandarin (北京語)	Proficient	Proficient	Proficient
Other: (その他)			

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Additional Information

1. Have you ever been employed by HK Express?* Yes / No 香港エクスプレスで働いていたことはありますか？

Position _____

Employment Period _____

2. Are any of your family members currently employed by HK Express?* Yes / No

親族で現在働いている方はいらっしゃいますか？

(e.g. Parents, Parents-in-law, Spouse, former Spouse, Common Law Spouse, Children, Children-in-law, Grandchildren, Siblings, Siblings-in-law and Cousins/ Nephews)*

Name* _____

Relationship* _____

Department / Position* _____

3. Have you ever been found guilty of an offence in a court of law, whether or not in Hong Kong?* Yes / No

香港内外において法的な処分をされたことがありますか？

If Yes, please give details: _____



EMPLOYMENT APPLICATION FORM
CONFIDENTIAL

4. Do you have any previous record(s) of disciplinary offence whilst in employment with the previous employers?* Yes / No

前職の会社で懲戒にあたるような法に触れる行いをしたことがありますか？

If Yes, please give details:

(ほとんどの方が書く必要はありません)

5. Have you applied for any positions in HK Express before?* Yes / No

香港エクスプレスの採用に応募したことはありますか？

If Yes, please give date and position applied for:

Salary & Availability

Current Monthly Salary

(現在の月給) * 客員

HKD

13,000

Expected Monthly Salary (x 12 Months)

(希望の月給) * 客員

HKD

16,000

* 1 香港ドル = 約 14 円 (9/31 付)

Notice Period (退職可能日) * 学生の方は入社可能日

Negotiable / 30th September 2017 / anytime 交渉可能 / 日付 / いつでも

Declarations

- I authorize HK Express or associated companies to secure or disclose information regarding myself to relevant corporations, including both previous and potential employers, government departments, medical departments, and other companies related to employment and staff planning. I hereby release any person, firm or institution of all liability for any damage issuing from such information.
- I understand that I have the right to choose to disclose any personal information that are required by this application in the course of the employment under the provisions of the Personal Data (Privacy) Ordinance in Hong Kong as applicable.
- I further declare that the statements made by me in this application form are true, complete and correct. I understand that any falsification or misrepresentation in this form shall result in disqualification for appointment to the service of the company or to summary dismissal without any compensation, if already in service of the company.
- I hereby consent and authorize the company to conduct reference check(s) with my previous employer(s) or other institutions stated in this form as may be necessary in arriving at an employment decision.

Prior to the submission of your application, please acknowledge the above declaration:* I

have read and understand this agreement. 入力した内容に間違いはない、などの確認

*Signature

(署名) Haruko Yamada

*Date

(記入日) 1st September 2017

(Note: *Mandatory fields)

記入必須項目です

AUTHORIZATION FOR REFERENCE CHECK

(同意書)

I hereby authorize Hong Kong Express Airways Limited to contact my previous employer(s) for information relating to my past employment including work performance and salary. I agree that all the information so collected can be used by Hong Kong Express Airways Limited, its subsidiaries and associated companies, for all purposes relating to my employment with Hong Kong Express Airways Limited. I understand that the information collected will be treated as strictly confidential.

記入した内容について貴社が採用のために使用することについて、同意します

Signature: (署名)

Hanako Yamada

Full Name: (氏名)

Hanako Yamada

Passport / HKID Card No.:
(パスポートNo)

XS1234567

Date:

(記入日)

1st September 2017

※ 社会人... 会社の上司、家族の知人、同僚など
学生... 学友の先生、アルバイト先の上司など
☆ 過去に自己推薦で提出した方も!!

Reference Check (Jun 09)

1st Reference: 1人目

Company Name: VIC Hotel

Referee Name: Ichiro Suzuki

Department: RESTAURANT

Position: _____

Telephone No.: +81-3-0000-0000

Email Address: TOKYOVIC@VIC.COM

Company Address: 2-8

Room SHIBAKOEN

Floor MINATOKU

Building TOKYO

Street/ Road 105-0011

District JAPAN

City Country _____

※画像アップして見て下さいね🔍