

Declaration on collection and usage of personal data

1. A job seeker shall be aware that any personal data provided to the Labour Affairs Bureau is used only for processing job matching and job referrals by the Labour Affairs Bureau.
2. Access and rectification for personal data stated in Macao resident identity card that was provided by the job seeker require a written application while other personal data may be accessed and rectified by phone.
3. For the purposes of job matching and job referrals, a job seeker's brief CV (excluding name, gender, age and contact information) may be displayed by the Bureau on the Internet, and depending on specific service needs, personal data of the job seeker may be transferred to private institutions or entities. For the same purposes, personal data of the job seeker may also be transferred to the Vocational Training Department of the Bureau, so as to provide the job seeker vocational training information and services.
4. The Labour Affairs Bureau shall, according to Law no. 8/2005 "Personal Data Protection Act", take appropriate measures to keep personal data safe and confidential.
5. To comply with legal obligations, the Labour Affairs Bureau may transfer the personal data provided by a job seeker to other administrative or judicial bodies.

Filled by the Labour Affairs Bureau		I declare that I am informed of and agree to comply with "Declaration on Collection and Usage of Personal Data" and confirm the information given below is correct.
No.: _____ SD no.: _____ /20 _____		
Date of registration: 20____ / ____ / ____		
<input type="radio"/> Labour Affairs Bureau	Staff	
<input type="radio"/> Municipal Affairs Bureau		
Reserved to the Labour Affairs Bureau		_____ Signature of declarant (as in identity card)

Please select the appropriate option with "✓". : Single selection : Multiple selection

Part 1: Personal information

Macao identity card number: _____

Name as in identity card: (First name) _____ (Surname) _____ **Chinese name:** _____

Residential district: Macao peninsula Taipa Coloane Others _____

Contact numbers: Mobile: 853-_____ Telephone: 853-_____

E-mail: _____

Are you disabled?

No

Yes, types of disability: Intellectual Physical Hearing Visual Language Ex-mental illness Others _____

Part 2: Education attainment

(please start with higher diploma / bachelor's degree if having attained tertiary education)

<input type="radio"/> No schooling	<input type="checkbox"/> Higher diploma / <input type="checkbox"/> Bachelor's degree (graduated / unfinished)
<input type="radio"/> Special education	Major: _____
<input type="radio"/> Primary education (graduated / unfinished)	<input type="checkbox"/> Master's degree (graduated / unfinished)
<input type="radio"/> Junior secondary education (graduated / unfinished)	Major: _____
<input type="radio"/> Senior secondary education (graduated / unfinished)	<input type="checkbox"/> Doctor's degree (graduated / unfinished)
<input type="radio"/> Vocational education (graduated / unfinished)	Major: _____
Subjects: _____	

Part 3: Language skills						Part 4: Driving licences	
A: Fluent		B: Average		C: Poor		Others	
Spoken	Cantonese	Mandarin	Portuguese	English			
	Written						

Macao Motorcycle (≤ 50cc) Motorcycle (>50cc)
 Light vehicle Heavy goods vehicle
 Heavy passenger vehicle (D1)
 Heavy passenger vehicle (D2)
 Tractor (E+C)

Mainland China Light vehicle Heavy goods vehicle
 Medium passenger vehicle Heavy passenger vehicle
 Tractor

Part 5: Occupational skills	
<input type="checkbox"/> Accounting (<input type="checkbox"/> LCC level ____ <input type="checkbox"/> Chinese bookkeeping <input type="checkbox"/> English bookkeeping) <input type="checkbox"/> MS Office and word processing <input type="checkbox"/> Construction Safety Card	Other vocational skills / qualifications: 1. _____ 2. _____ 3. _____

Part 6: Work experience (*please start with the latest employment and indicate the name of company)		
Name of company	Position	Length of service
		____ year(s) ____ month(s)
		____ year(s) ____ month(s)
		____ year(s) ____ month(s)

Part 7: Employment status		Part 8: Working conditions	
Status	Registration reasons	Job nature: <input type="checkbox"/> Full time <input type="checkbox"/> Others <input type="checkbox"/> Short-term employment Shift work: <input type="radio"/> Yes <input type="radio"/> No Working time: From _____ to _____ Workplace: <input type="checkbox"/> Macao peninsula <input type="checkbox"/> Cotai <input type="checkbox"/> Hengqin <input type="checkbox"/> Above all	
<input type="radio"/> Employed <input type="radio"/> Unemployed <input type="radio"/> Less than one month <input type="radio"/> For ____ year(s) ____ month(s)	<input type="radio"/> Change of job <input type="radio"/> Involuntary resignation <input type="radio"/> Resignation <input type="radio"/> Fresh graduate <input type="radio"/> Others: _____		

Part 9: Jobs preferred		
	Job titles	Expected salary (per month / day / hour)
1 st preference:		
2 nd preference:		
3 rd preference:		