

## Recruitment Posting Form for Member Agents

### Notes

1. Please ensure that all information given in this submission form is accurate and complete.
2. The TIC may edit the information submitted when necessary to ensure that the recruitment information complies with the relevant laws and TIC rules.
3. The TIC is not involved in the selection and appointment relating to the vacancies posted. Members are strongly recommended to verify the qualifications of the applicants themselves.
4. Forms received on or before Friday will be posted next Monday, and those received after Friday will be posted on the Monday after next.
5. From 1 June 2018, recruitment information will only be displayed for **two months**.
6. In using this service, members have understood and agreed to the above points.
7. For enquiries, please contact our Membership Department on 2807-1199.

### Part I: Employer information

Company name (English)	
Company name (Chinese)	
Licence No.*	
Company description (You should use not more than 30 Chinese characters or 150 English characters to describe your company's scope of business. The TIC may edit the content if necessary.)	
Contact person*	
Department	
Telephone*	
Email	(Please complete this section if you wish to be notified by email when the submission has been published.)
Fax*	

### Part II: Vacancy information

(♦ Not more than 50 Chinese characters or 200 English characters)

1	Job title	No. of vacancies	(integer only)
	Duties♦		
	Requirements♦		
	Location		
2	Job title	No. of vacancies	(integer only)
	Duties♦		

	Requirements <sup>◆</sup>	
	Location	

3	Job title		No. of vacancies		(integer only)
	Duties <sup>◆</sup>				
	Requirements <sup>◆</sup>				
	Location				

**\*How to apply** (please tick **AT LEAST ONE** option):

<input type="checkbox"/> By phone:	
<input type="checkbox"/> By fax:	
<input type="checkbox"/> By email:	
<input type="checkbox"/> By post:	(address)
<input type="checkbox"/> Contact person:	
*Deadline for application:	- -
Submission date:	- -

Date format (YYYY-MM-DD)

**\*Indicates a required field.**