1) Qualification Evidence

2) CV

SHUI HOW KUNG (Plumber)

Present Appointment	Plumber
Professional Affiliation	Registered Construction Worker CWRO Registered skilled plumber

Working Experience

ABC Company Co., Ltd.

01/2000 - to date

- Install, repair, and maintain pipes, valves, fittings, plumbing systems, and fixtures in commercial and residential structures.
- Collaborate with general contractors, electricians, and other construction professionals.
- Follow building plans and blueprints.
- Respond to, diagnose, and resolve plumbing emergencies.
- Perform routine inspections of plumbing and drainage systems.
- Light construction, carpentry, painting, plastering, flooring, ceiling and electrical work as required.
- Prepare bids, budgets, and cost estimates.
- Keep accurate records of time spent working, description of work performed and materials used.

3a) Employment - Employment Letter

ABC COMPANY LTD.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Tel +852 XXXX XXXX
Fax +852 XXXX XXXX

ABC Company LTD.

1 Jan 2000

PRIVATE & CONFIDENTIAL

Mr. Shui How Kung

Dear Mr. Shui,

Appointment to the Post of
Plumber

We are pleased to offer employment to you as Plumber in the Company, under the following terms and conditions:

1. Commencement Date 1 Jan 2000
2. **Probation Period** 3 months
3. Monthly Salary
4. Special Allowance
5. Working **Hours**

Working hours shall follow the prescribed practice applicable to the workplace and capacity you are assigned to, unless otherwise specified or instructed. The following arrangements shall serve as a general reference.

In the Head Office	
Monday to Friday	8:30 a.m. — 12:15 p.m. and 1:15 p.m. — 5:30 p.m.
Lunch Hour	12:15 p.m. — 1:15 p.m.
Saturday	8:30 a.m. — 12:30 p.m.
On Site	
Monday to Saturday	8:00 a.m. — 12:00 noon and 1:00 p.m. — 6:00 p.m.
Lunch Hour	12:00 noon — 1:00 p.m.

SAMPLE

Mr. Shui How Kung 1 Jan 2000

14. You should refer to this employment contract for all your terms and conditions of employment, any subsequent changes will be notified in writing by the Company. For the rules and regulations of the Company, please refer to the Staff Handbook.

15. This appointment is subject to a satisfactory medical examination by the Company-appointed clinic. The cost of the examination will be borne by the Company.However, should you fail to report for duty, you are required to reimburse the examination cost to the Company.

16. Should you require any explanation of or advice on the terms and conditions set out in this letter, please refer to the staff of the Human Resources Department who will be happy to help you.

If you wish to accept our offer of employment, please signify your acceptance of the above appointment and the terms and conditions contained in this letter by signing and returning the duplicate copy of this letter to the undersigned.

We look forward to your joining us and wish you a happy and successful career with us,should you decide on accepting this offer.

Yours faithfully,
for and on behalf of
ABC Company ., LTD.

XXXXXX

XXXXXX
Senior Manager - Human Resources

cw/ty

Confirmed & Accepted by:

Shui How Kung
Shui How Kung

Date: 1/1/2000

SAMPLE

3b) Employment - MPF Contribution List

2021/7/01

Print Member Contribution Details

SAMPLE

供款分配總結

僱主(公司)名稱： ABC COMPANY LIMITED

附屬計劃編號： XXXXXXXX-XX

僱員姓名： SHUI HOW KUNG 水口工

成員編號： 8

列印日期/時間：01/07/2021 13:34

6 支薪期	成員狀況	成員供款狀況	交易日期 日/月/年	成員強制性供款	僱主強制性供款	成員自願性供款	僱主自願性供款	附加費	總供款
01/06/2021-30/06/2021	在職	供款已獲分配至成員帳戶	11/06/2021						
01/05/2021-31/05/2021	在職	供款已獲分配至成員帳戶	11/05/2021						
總額									

列印 重新