

To : Supplementary Labour Division, Labour Department

**Enhanced Supplementary Labour Scheme (“ESLS”)
Notification of the completion of the 4-week local recruitment exercise**

Labour Department file reference: _____

Regarding our company’s application for labour importation (applied post(s): _____), we hereby confirm that we have completed the 4-week local recruitment exercise (“local recruitment”) according to the ESLS requirements:

Recruitment Advertisements

Our company has complied with the ESLS requirements by placing at least 4 advertisements within 14 days after the applied post(s) passed the screening stage. We hereby enclosed

- originals / copies of the recruitment advertisements placed in local newspaper(s) or on online recruitment platform(s) (excluding Labour Department’s Interactive Employment Service website); and
- receipts (if any) issued by the newspaper agency(ies) / online recruitment platform(s).

Recruitment Details

I confirm that during the local recruitment period,

- no job-seeker has applied for the concerned post(s).
- a total of _____ job-seeker(s) was / were **referred by the Labour Department** (“LD”) or **contacted our company direct** to apply for the concerned post(s). Information of all job-seeker(s) is provided in the “Job-seeker Information and Interview Result Form”. Our company has carefully checked the identity documents of the job-seeker(s) to ensure that they are lawfully employable.

Interview Result

I confirm that:

- we have informed _____ job-seeker(s) of the interview result(s).
- our company has obtained the consent of job-seeker(s) who contacted our company direct to disclose their personal data to LD. They understand that LD will verify with them the information provided in the “Job-seeker Information and Interview Result Form”. In case a job-seeker’s consent could not be obtained, our company would use a code name (e.g. Job-seeker No.1) instead of his / her true name in relevant form as appropriate.

I declare that the information furnished here and in the “Job-seeker Information and Interview Result Form” (if applicable) is true and correct.

I understand that if our company fails to comply with the local recruitment requirements or refuses to employ qualified local job seeker(s) without reasonable grounds, the Government will immediately suspend the processing of the current application, and our company will be debarred from participation in ESLS for one year.

Name of sole proprietor / director / authorised partner /
authorised representative (in block letters) : _____

Signature : _____ Company Chop : _____

Title : _____

Company Name : _____

Date : _____

To : Supplementary Labour Division, Labour Department

**Enhanced Supplementary Labour Scheme
4-week Local Recruitment Exercise
Job-seeker Information and Interview Result Form**

(If more than one job-seeker has applied for the concerned post,
please duplicate this form and fill in a separate form for each job-seeker.)

Labour Department file reference: _____ Company Chop: _____

A. Details of job-seeker

Name : _____ Telephone number : _____
Applied post : _____ Interview date and time : _____
Referred by LD : Yes No Job-seeker not referred by LD has agreed to disclose personal data to LD : Yes No

B. Interview Result

- Employed and still in employment. Date of commencing work: _____
- Job seeker requested to cancel the interview
- Failed to attend the interview
- Not lawfully employable in Hong Kong
- Others:

Interview result	Reason(s) (May select more than one item)												
<input type="checkbox"/> Left employment after being employed <input type="checkbox"/> Job seeker declined offer	<input type="checkbox"/> Refused to accept/Not satisfied with the working conditions <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="radio"/> <i>Salary</i></td><td style="width: 33%;"><input type="radio"/> <i>Job nature</i></td><td style="width: 33%;"><input type="radio"/> <i>Work environment</i></td></tr><tr><td><input type="radio"/> <i>Remote/Inconvenient work location</i></td><td><input type="radio"/> <i>Shift work</i></td><td><input type="radio"/> <i>Night shift</i></td></tr><tr><td><input type="radio"/> <i>Working hours too early/late</i></td><td colspan="2"><input type="radio"/> <i>Refusal to perform part of the duties</i> (Please specify): _____</td></tr></table> <input type="checkbox"/> Found another job <input type="checkbox"/> Other (Please specify): _____	<input type="radio"/> <i>Salary</i>	<input type="radio"/> <i>Job nature</i>	<input type="radio"/> <i>Work environment</i>	<input type="radio"/> <i>Remote/Inconvenient work location</i>	<input type="radio"/> <i>Shift work</i>	<input type="radio"/> <i>Night shift</i>	<input type="radio"/> <i>Working hours too early/late</i>	<input type="radio"/> <i>Refusal to perform part of the duties</i> (Please specify): _____				
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<input type="radio"/> <i>Working hours too early/late</i>	<input type="radio"/> <i>Refusal to perform part of the duties</i> (Please specify): _____												
<input type="checkbox"/> Not employed after interview	<input type="checkbox"/> Unable to meet entry requirements <table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="radio"/> <i>Lack of required qualifications</i></td><td style="width: 50%;"><input type="radio"/> <i>Lack of required skills</i></td></tr><tr><td><input type="radio"/> <i>Lack of required experience</i></td><td><input type="radio"/> <i>Without relevant years of experience</i></td></tr><tr><td colspan="2"><input type="radio"/> <i>Physically unable to handle relevant duties</i> (Please specify): _____</td></tr><tr><td colspan="2"><input type="radio"/> <i>Unable to meet language requirements</i> <table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="checkbox"/> <i>Do not know English</i></td><td style="width: 50%;"><input type="checkbox"/> <i>Unable to speak Cantonese</i></td></tr><tr><td><input type="checkbox"/> <i>Unable to read and write Chinese</i></td><td><input type="checkbox"/> <i>Other (Please specify): _____</i></td></tr></table></td></tr></table> <input type="checkbox"/> Other (Please specify): _____	<input type="radio"/> <i>Lack of required qualifications</i>	<input type="radio"/> <i>Lack of required skills</i>	<input type="radio"/> <i>Lack of required experience</i>	<input type="radio"/> <i>Without relevant years of experience</i>	<input type="radio"/> <i>Physically unable to handle relevant duties</i> (Please specify): _____		<input type="radio"/> <i>Unable to meet language requirements</i> <table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="checkbox"/> <i>Do not know English</i></td><td style="width: 50%;"><input type="checkbox"/> <i>Unable to speak Cantonese</i></td></tr><tr><td><input type="checkbox"/> <i>Unable to read and write Chinese</i></td><td><input type="checkbox"/> <i>Other (Please specify): _____</i></td></tr></table>		<input type="checkbox"/> <i>Do not know English</i>	<input type="checkbox"/> <i>Unable to speak Cantonese</i>	<input type="checkbox"/> <i>Unable to read and write Chinese</i>	<input type="checkbox"/> <i>Other (Please specify): _____</i>
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<input type="checkbox"/> <i>Unable to read and write Chinese</i>	<input type="checkbox"/> <i>Other (Please specify): _____</i>												

Interview result	Reason(s) (May select more than one item)
<input type="checkbox"/> Not invited to attend interview	<input type="checkbox"/> Unable to meet entry requirements <ul style="list-style-type: none"> <input type="radio"/> Lack of required qualifications <input type="radio"/> Lack of required experience <input type="radio"/> Physically unable to handle relevant duties (Please specify): _____ <input type="radio"/> Unable to meet language requirements <ul style="list-style-type: none"> <input type="checkbox"/> Do not know English <input type="checkbox"/> Unable to read and write Chinese <input type="checkbox"/> Unable to speak Cantonese <input type="checkbox"/> Other (Please specify): _____ <input type="checkbox"/> Before the interview, job seeker refused to accept/expressed dissatisfaction with the working conditions <ul style="list-style-type: none"> <input type="radio"/> Salary <input type="radio"/> Remote/Inconvenient work location <input type="radio"/> Working hours too early/late <input type="radio"/> Job nature <input type="radio"/> Shift work <input type="radio"/> Refusal to perform part of the duties (Please specify): _____ <input type="radio"/> Work environment <input type="radio"/> Night shift <input type="checkbox"/> Other (Please specify): _____