

To : Supplementary Labour Division, Labour Department

## **Enhanced Supplementary Labour Scheme (“ESLS”) Result of the Local Recruitment Exercise**

Labour Department (“LD”) file reference: \_\_\_\_\_

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

### **Recruitment Advertisements**

Our company has complied with the following ESLS requirements within 14 days after the applied post(s) passed the preliminary screening (please mark “✓” in the appropriate box):

- Placed at least 4 advertisements in local newspaper(s) and we hereby enclosed the originals / copies of the recruitment advertisements and the receipts issued by the newspaper agency(ies).
- Placed a recruitment advertisement on a local online recruitment platform (excluding the LD’s Interactive Employment Service website) with a validity period of no less than 14 consecutive days; and within 4 calendar days after its publication, emailed (i) a copy of the recruitment advertisement and (ii) the hyperlink to the advertisement to LD for verification.

### **Recruitment Details**

I confirm that during the local recruitment period, a total of \_\_\_\_\_ job-seeker(s) was / were referred by LD / attended the job fairs 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).

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 the number of vacancies requiring labour importation has reduced (e.g. vacancies filled / no longer required), our company must notify LD within 4 working days from the expiry of the local recruitment period.

I also understand that if our company fails to comply with the local recruitment requirements (such as refusing to interview/ employ qualified local job seeker(s) without reasonable grounds, failing to notify LD of the above-mentioned change (if any) in the number of vacancies), LD will refuse this application, and consider imposing administrative sanction on our company. Subject to the nature of the breach(es), LD will refuse to process our applications subsequently submitted (with a debarment period of up to two years). Approvals for importation of labour previously granted may be withdrawn.

Name (in block letters) : \_\_\_\_\_

Signature : \_\_\_\_\_ Company Chop : \_\_\_\_\_

Position : Sole proprietor / Director / Authorised partner / Authorised staff member \*

Company Name : \_\_\_\_\_

Date : \_\_\_\_\_

\* Please delete as appropriate. Please note that this document cannot be signed by the representatives of third parties such as employment agencies and intermediaries.

To : Supplementary Labour Division, Labour Department

**Enhanced Supplementary Labour Scheme's  
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 : \_\_\_\_\_

**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:

<b>Interview result</b>	<b>Reason(s) (May select more than one item)</b>
<input type="checkbox"/> Left employment after being employed <input type="checkbox"/> Job seeker declined offer <input type="checkbox"/> Job seeker did not accept the working conditions	<input type="checkbox"/> Not accepted/Not satisfied with the following working conditions <ul style="list-style-type: none"><li><input type="radio"/> <i>Salary</i></li><li><input type="radio"/> <i>Remote/Inconvenient work location</i></li><li><input type="radio"/> <i>Work environment</i></li><li><input type="radio"/> <i>Job nature</i></li><li><input type="radio"/> <i>Working hours too early/late</i></li><li><input type="radio"/> <i>Night shift</i></li><li><input type="radio"/> <i>Shift work</i></li><li><input type="radio"/> <i>Refusal to perform part of the duties</i></li></ul> <p>(Please specify): _____</p> <input type="checkbox"/> Found another job <input type="checkbox"/> Other (Please specify): _____
<input type="checkbox"/> Not employed after interview	<input type="checkbox"/> Unable to meet the following entry requirements <ul style="list-style-type: none"><li><input type="radio"/> <i>Lack of required qualifications</i></li><li><input type="radio"/> <i>Lack of required skills (Please specify):</i> _____</li><li><input type="radio"/> <i>Lack of required experience<sup>#</sup></i></li><li><input type="radio"/> <i>Insufficient years of relevant experience<sup>#</sup></i></li><li><input type="radio"/> <i>Physically unable to handle relevant duties</i> (Please specify): _____</li><li><input type="radio"/> <i>Unable to meet language requirements</i><ul style="list-style-type: none"><li><input type="checkbox"/> <i>Do not know English</i></li><li><input type="checkbox"/> <i>Unable to speak Cantonese</i></li><li><input type="checkbox"/> <i>Unable to read and write Chinese</i></li><li><input type="checkbox"/> <i>Other (Please specify):</i> _____</li></ul></li></ul> <input type="checkbox"/> Other (Please specify): _____

Interview result	Reason(s) (May select more than one item)
<input type="checkbox"/> Not invited to attend interview	<p><input type="checkbox"/> Unable to meet the following entry requirements</p> <p><input type="radio"/> <i>Lack of required qualifications</i> <input type="radio"/> <i>Lack of required skills (Please specify):</i> _____</p> <p><input type="radio"/> <i>Lack of required experience<sup>#</sup></i> <input type="radio"/> <i>Insufficient years of relevant experience<sup>#</sup></i> _____</p> <p><input type="radio"/> <i>Physically unable to handle relevant duties</i> (<i>Please specify</i>): _____</p> <p><input type="radio"/> <i>Unable to meet language requirements</i></p> <p><input type="checkbox"/> <i>Do not know English</i> <input type="checkbox"/> <i>Unable to speak Cantonese</i></p> <p><input type="checkbox"/> <i>Unable to read and write Chinese</i> <input type="checkbox"/> <i>Other (Please specify):</i> _____</p> <p><input type="checkbox"/> Before the interview, job seeker refused to accept/expressed dissatisfaction with the following working conditions</p> <p><input type="radio"/> <i>Salary</i> <input type="radio"/> <i>Remote/Inconvenient work location</i> <input type="radio"/> <i>Work environment</i></p> <p><input type="radio"/> <i>Job nature</i> <input type="radio"/> <i>Working hours too early/late</i> <input type="radio"/> <i>Night shift</i></p> <p><input type="radio"/> <i>Shift work</i> <input type="radio"/> <i>Refusal to perform part of the duties</i> (<i>Please specify</i>): _____</p> <p><input type="checkbox"/> <i>Other (Please specify):</i> _____</p>

# If a job seeker possesses work experience/years of experience for the applied post(s), the applicant cannot refuse to interview or employ the job seeker for the reason that such experience was not acquired in the sector or business of the applicant. For example, a catering company cannot refuse to interview or employ a job seeker with one year's experience as a clerk in the retail sector by regarding the job seeker as not having the required experience.