



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
勞工事務局  
Direcção dos Serviços para os Assuntos Laborais

## A Brief Introduction about Recruitment Service

Provide free services of recruitment to companies in Macao

### Points to Note before using the service

To facilitate effective recruitment, please comply with the terms stated below:

1. Employer using this service must be the direct employer of the selected candidate. The employer must complete the vacancy order form to make a vacancy order. One vacancy form is for one type of post only. If employer recruits more than one type of post, please feel free to make copies of the form and submit an individual form for each type of post.
2. Vacancy information provided by employer must be true. DSAL may require additional information to facilitate effective job-matching. If the employer fails to provide such information, the vacancy order will not be accepted.
3. Terms of the job vacancy should not be in any way in conflict with the Framework Law on Employment Policy and Workers' Rights, the Labour Relations Law and other relevant regulations, otherwise the vacancy order will not be accepted.
4. Employer must provide Macao telephone and fax numbers, as well as the information of a contact person. The contact person may be the employer or a person assigned to handle recruitment affairs. The contact person should have good knowledge of vacancy information so that DSAL can enquire or follow all issues related to the post.
5. Please submit the completed form to DSAL in person, by fax (no. 2582 8511) or by e-mail (recruit@dsal.gov.mo). A registration slip will be issued by DSAL to confirm that the vacancy order is accepted after information in the form is verified.
6. If the recruitment is a case of non-resident worker importation to be applied, contact information of the employer will be published. Job seekers may contact the employer directly so that the vacancy can be filled by local resident as soon as possible.
7. Candidates referred to employers for job-matching purpose are local residents only. A brief profile of each suitable job seeker will be sent to employers for selection. The employer should reply whether an interview will be arranged for job seekers referred by DSAL within 5 working days. If the employer does not reply within the stated period, he/she will be considered as giving up recruitment and the vacancy order will be cancelled.
8. The employer should notify DSAL about the results within 10 working days after interviewing the candidates. Otherwise, it will be considered that the employer has no intention of hiring the candidate. If a candidate is hired, the employer should provide employment details so that DSAL can follow up accordingly.
9. Each vacancy order will remain valid for 2 months. When the vacancy order is still valid, another vacancy order for the same post will not be accepted. If there is any change in the vacancy order, or the vacancy is filled, please contact our staff who follows up your vacancy order or the Employment Department ("DE") by phone (no. 8399 9801).
10. DSAL reserves the right to edit, display and promote vacancy information.

### Privacy Policy on Collecting and Processing Personal Data

1. DSAL will take proper measures stated in this policy to keep information filled in by employer in the vacancy order form for job-matching purpose confidential. Handling procedures involving this service have been registered with the Office for Personal Data Protection (Registration Number: R0260/2012/GPDP).
2. Employers have the right to access or rectify information filled in the vacancy order form through written means.
3. Job seeker information provided to employers is for job-matching or arrangement for interviews only. If the employer utilizes such information for other purposes, he/she will be subject to relevant legal responsibilities.
4. Depending on the need of a specific service or of fulfilling legal responsibilities, personal data collected and handled by DSAL may be transferred to other administrative or judicial organs.
5. Please note that the privacy policy will be updated online when it is deemed necessary.

### Online Employment Service



The Online Employment Service provided by DSAL is available to the public; in the following website, employers may select suitable candidates and then send an e-mail to DE to arrange interviews.

Website: <http://www3.dsal.gov.mo/job/>

# Vacancy Order Form

# 勞工事務局

Please fax the completed form to: 2852 8511  
Part One – Employer's Details

Direcção dos Serviços para os Assuntos Laborais

Please read "Points to Note about Vacancy Order Form" carefully before completing this form.

(If you submit multiple forms at once and the information of the Part One is completely the same, the information of the Part One is not necessary to repeat in the subsequent form)

*Employer (company/individual):		Checked by DSAL:	
Address registered at DSF:		No.: 20 _____	
Location for interview: <input type="checkbox"/> same as above; other:		Date:	
Workplace: <input type="checkbox"/> same as above; other:		Staff:	
Business registration no.: _____	Contact person:	*Tel. no. <sup>(1)</sup> :	
*Other tel. no. <sup>(2)</sup> :	Fax no.:	*E-mail address:	
Do you intend to recruit <b>local residents</b> for placing this vacancy order before applying non-resident worker?			
<input type="checkbox"/> Yes → This position <input type="checkbox"/> is / <input type="checkbox"/> is not for renewal      The contact information marked with "*" must be displayed, and I/We <input type="checkbox"/> agree/ <input type="checkbox"/> disagree to display the information of the contact person.			
I/We agree to display the following information: tel. no. <input type="checkbox"/> <sup>(1)</sup> <input type="checkbox"/> <sup>(2)</sup> ; e-mail address <input type="checkbox"/> ;			
<input type="checkbox"/> No → company's name (please put a "✓" to tel. no./e-mail address) <input type="checkbox"/> ; contact person (please put a "✓" to tel. no./e-mail address) <input type="checkbox"/>			

## Part Two – Vacancy Particulars

Job title:	Do you have intension to recruit the disabled for this post? <input type="checkbox"/> Yes/ <input type="checkbox"/> No; if "Yes", please specify the type :
Number of vacancy(ies): male: _____; female: _____; male/female: _____	
Job duties#:	
Education level:	
Qualification/skills required:	
Working experience: <input type="checkbox"/> no experience required; <input type="checkbox"/> required _____ years' experience in _____	
Language requirements: 【Fluent (A); Fair (B); Little (C)】 : Cantonese _____; English _____; Mandarin _____; Portuguese _____; Other: _____	
Type of driving licence _____ in Macao; _____ in mainland China	
Working time: from _____ <input type="checkbox"/> a.m./ <input type="checkbox"/> p.m. to _____ <input type="checkbox"/> a.m./ <input type="checkbox"/> p.m.; break time: _____ hours;	
working days per week: _____ days; shift work: <input type="checkbox"/> Yes/ <input type="checkbox"/> No; hours per shift: _____ hours;	
Salary: MOP\$ _____ – MOP\$ _____ per <input type="checkbox"/> month/ <input type="checkbox"/> day/ <input type="checkbox"/> hour <input type="checkbox"/> by piece: MOP\$ _____; commission: <input type="checkbox"/> yes/ <input type="checkbox"/> no;	I/We agreed to comply with the terms of "Points to Note about Vacancy Order Form" and "Privacy Policy on Collecting and Processing Personal Data", and confirm the information stated on this form is up to date and correct.
Fringe benefits: paid annul leave ___ days; paid sick leave ___ days; <input type="checkbox"/> year-end double pay; <input type="checkbox"/> bonus; <input type="checkbox"/> provident fund; <input type="checkbox"/> pension fund; <input type="checkbox"/> transportation ; <input type="checkbox"/> medical ; <input type="checkbox"/> meal; others: _____	
Remarks:	
_____ Company's seal / employer's signature	

Note: # Maximum 200 characters including symbols and space

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