

申請人須知：

Notes to Applicant:

- 申請人須填妥申請表各項，並提供正確資料。如空位不敷填寫，應另頁詳列有關資料，並隨申請表附上。
Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- 申請人如未能提供全部所需的資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定的學歷、訓練、經驗或其他條件，或沒有在最後部份簽署，申請將不獲處理。
Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job, or if you do not signify your consent in the last part of the form.
- 申請人所提供的資料，將用於招聘本活動員工及作其他聘任用途。有關資料可能會送交獲授權處理申請人資料的部門／機構，以便進行各項入職審查，例如學歷評審、體格檢查及操守審查等。招聘程序完成後，未獲取錄申請人的資料將予銷毀，不再保留。
The information provided will be used for appointment to this campaign and other employment-related purposes. It may be provided to departments/organisations authorized to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination and integrity checking etc. Information on unsuccessful candidates will be destroyed after the recruitment exercise.
- 獲安排面試的申請人將被要求出示申請表上列明獲頒發的文憑／證書或其他學歷證明文件的副本，(尚待頒發文憑／證書者，請附上修業成績表副本)。請勿附上任何文憑／證書或其他學歷證明文件的正本。
You will only be required to attach copies of your diplomas/certificates or other qualification documents (or transcripts pending availability of diplomas/certificates) to the application form during interviews. Do not attach any originals of diplomas/certificates or other qualification documents.

申請職位：

Position applied for:

I. 個人資料 Personal Particulars

姓名(英文) Name (In English)		姓名(中文) Name (In Chinese)		Recent Photograph 近照
性別 Sex	出生日期 Date of Birth	香港身份證號碼/護照號碼 I.D Card No. / Passport No.		
住址 Address				
通訊地址(如與上述不同) Correspondence Address (if different from above)				
電話號碼 (住址) Telephone No. Home	(辦公室) Office	(流動電話/傳呼機) Mobile/pager		
電郵地址 E-mail Address				

II. 學歷 (請按就讀日期順序列出) Academic Qualifications (in chronological order)

曾就讀學校名稱 Name of School Attended/Attending	就讀日期(月/年) Date of Attendance (Month/year)		已獲取/將獲取學歷 Qualifications Obtained/to be Obtained
	由 From	至 To	

III. 專業資格 (請按獲取專業資格日期順序列出) Professional Qualifications (in chronological order)

專業資格 Professional Qualifications	頒發機構 Name of Issuing Authority	已獲取/將獲取資格 Qualification Obtained/to be Obtained	獲取/將獲取日期 Date Awarded/to be Awarded

IV. 工作經驗 (請按任職日期順序列出) Employment Record (in chronological order)

期間 (月/年) Period (Month/Year)	公司/機構名稱 Name of Firm/Organisation	職位 Position Held	薪金 Salary	工作性質 Description of duties
由 From	至 To			

VI. 諮詢人 References

請列出兩位諮詢人姓名以供協會對閣下的品格及工作表現作出查詢。(直系親屬不能充任)
List particulars of two persons, known to you personally, to whom references to your character and performance will be made. (These persons should not be relatives of the applicant.)

姓名 Name	姓名 Name
職業 Occupation	職業 Occupation
公司/機構名稱 Name of Firm/Organisation	公司/機構名稱 Name of Firm/Organisation
公司/機構地址 Address of Firm/Organisation	公司/機構地址 Address of Firm/Organisation
電話號碼 Telephone No.	電話號碼 Telephone No.

VII. 其他資料 Other Information

可上班日期 Expected Date of Availability	現職離職通知期 Notice Period Required for Resignation
閣下如有近親於本機構工作，請列明其姓名、職位及與閣下之關係。 If you have any close relatives currently working in our organisation, please state their names, their positions and relationship to you.	

VIII. 聲明 Declaration

本人證明以上所述確實無訛。本人亦明白倘若故意提供虛假資料或隱瞞重要事實，即使獲本機構錄用，亦有遭即時解僱之虞。
I declare that the information given in this application is correct to the best of my knowledge. I understand that if I willfully give false information or withhold any material information, I shall render myself liable to dismissal even if I am appointed by the organisation.

本人現同意機構向上述之諮詢人收集本人有關資料作為審核職位申請之用。
I hereby give my consent to the organisation to carry out reference check from the above listed referees that may be necessary in arriving at any employment decision.

日期 _____ 簽署 _____
Date _____ Signature _____