



職位申請書
Job Application Form

申請職位名稱

Title of job applied for _____

申請人須知 Notes for Applicant

- 申請人所提供的個人資料將絕對保密，並只用作招聘之用。申請人有權拒絕提供任何個人資料予本會，惟受聘之機會可能會因資料不齊全或不準確而受到影響。所有未獲聘用人士的個人資料將於完成招聘程序後 24 個月內銷毀。
All applications will be treated in strict confidence and personal data provided will only be used for recruitment purposes. Failure to provide any of information in this application form may affect the processing & outcome of your application. Personal data of unsuccessful applications will be destroyed within 24 months after completion of the recruitment exercise.
- 如空位不敷填寫，申請人可另頁詳列有關資料，隨申請書附上。
If there is insufficient space, please give details on a separate sheet to be attached to the application form.

A 部 Section A

個人資料 Personal Particulars

英文姓名
Name in English
姓氏 Surname _____ 名字 Other names _____

中文姓名
Name in Chinese _____ 性別 Sex
男 Male 女 Female

出生日期
Date of Birth _____ / _____ / _____ 年齡 Age _____
日 DD 月 MM 年 YYYY

香港身分證／護照／旅行證件號碼
Hong Kong Identity Card/Passport/Travel Document Number _____

住址地址
Residential Address

日間聯絡電話／流動電話／傳呼機
Daytime Contact Telephone Number/Mobile Phone/Pager _____ 住所電話
Residential Telephone Number _____

電郵地址
E-mail Address _____

你是否可以在香港合法工作？
Are you legally permitted to work in Hong Kong? 是 Yes 否 No

你是否有親屬現職於本會工作？
Is any relative currently employed by the Board? 是 Yes 否 No 如有，請說明
If yes, please specify _____

你是否有任何刑事記錄？
Have you ever been convicted of a criminal offence? 是 Yes 否 No 如有，請說明
If yes, please specify _____

註：刑事記錄不一定會影響聘任。
Note: A criminal conviction is not necessarily a barrier to employment.

(請在適當方格內加上“✓”號。)
(Please insert a “✓” in the appropriate box.)

專業資格 (按獲取專業資格的日期順序列出) Professional Qualifications (in chronological order)

持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	已達到／將達到的程度 Level Attained/to be Attained	獲取／將獲取 資格的日期 (日／月／年) Date Obtained/ to be Obtained (Day/Month/Year)

截至目前為止的全部就業詳情 (按任職的日期順序列出) Full Employment Record to date (in chronological order)

機構名稱 Name of Organisation	全職 Full-time	兼職 Part-time	職位 Position Held	工作性質 Nature of Work	日期 (日／月／年) Date (Day/Month/Year)		
					由 From	至 To	
					全職工作年數 Total Full-time Employment	年/Year(s)	個月 /Month(s)

義務工作（按日期順序列出）（可選擇是否填寫） Record of Voluntary Service (in chronological order) (Optional)

機構名稱 Name of Organisation/Agency	職位 Position Held	日期 (月/年) Date (Month/Year)	
		由 From	至 To

其他資料 Other Information

現職或近職薪酬： 港幣 _____ (每月) × _____ 月
 Present/Last Salary HK\$ _____ (Per Month) _____ Month

津貼 (如適用)： 港幣 _____ (每月) × _____ 月 約滿酬金(如適用)：
 Allowance (if any) HK\$ _____ (Per Month) _____ Month Contract-end Gratuity, if any _____

期望薪酬： 港幣 _____ 現職離職通知期：
 Expected Salary HK\$ _____ Notice Period Required _____

請問從何處得悉本職位空缺? (例：報章及網站名稱)
 How did you learn about this vacant position (e.g. name of newspaper and website) _____

B 部 Section B

聲明 Declaration

本人謹此聲明以上所提供之資料均屬真實。如有需要，本人將提供有關身分及資歷文件之正本予委員會查核以進一步處理本人之申請。本人明白倘若故意虛報資料或隱瞞重要事實，委員會可取消已發出的口頭或書面聘約，或縱使已獲聘任仍可遭解僱。
 I declare that the information given above is correct and complete to the best of my knowledge. I will produce the original copies of all identification and qualification documents as required by the Board for further processing of this application. I understand that if I knowingly supply false information or withhold any material information in this application, the Board shall have the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if already appointed by the Board.

本人同意委員會可就招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及/或前僱主索取一份僱主推薦書/工作表現評核報告；向有關當局/機構/醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局/機構/醫護人員；以及向有關機構查詢本人的學歷/語文/專業資格和索取有關紀錄，及將有關資料送交其他機構進行學歷評審。）
 I consent to the Board making any necessary enquiries for purposes relating to recruitment by and employment with the Board and for the verification of the information given above. I authorise all organisations or agencies to release any record or information as may be required for these enquiries (including, *inter alia*, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant organisations regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other organisations for qualifications assessment).

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的機構，用以進行與委員會招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。
 I understand and accept that the information given above will be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Board e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

申請人簽署 _____ 簽署日期 _____
 Signature of Applicant _____ Date _____