

# APPLICATION FOR EMPLOYMENT 職位申請書



Post Applied For 申請職位 \_\_\_\_\_  
 Post Reference 職位編號 \_\_\_\_\_  
 Department (if applicable) 部門(如適用) \_\_\_\_\_  
 Specialism (if applicable) 專責(如適用) \_\_\_\_\_

Please read the **Notes for Applicants and Personal Information Collection Statement** on the last page of this form. 在填寫本表格之前，請先參閱末頁之申請人須知及收集個人資料聲明。

Applicant No. 申請人編號 \_\_\_\_\_  
 (For official use only) 只供本局填寫

## (I) PERSONAL PARTICULARS 個人資料

Name in English (Surname first) 英文姓名(姓氏先行):	Name in Chinese 中文姓名:	(For official use only) (只供本局使用) HKID/Passport No. and photo checked in order Initial : Post : Name :
* H.K.I.D. Card/Passport No. * 香港身份證/護照號碼:	Passport Issuing Authority 護照簽發機關:	
Are you legally employable in Hong Kong? 你是否可以在香港合法受僱? * Yes 是 / No 否		
Correspondence Address 通訊地址		
Contact Tel. No. 聯絡電話號碼:	E-mail Address 電郵地址:	
Fax No. 圖文傳真:		

## (II) ACADEMIC/PROFESSIONAL QUALIFICATIONS HIGHLIGHTS (optional) 學術/專業資格撮要 (可選擇不填寫)

## (III) EDUCATION AND TRAINING (in chronological order) 教育及訓練 (請按日期順序列出)

(For qualifications obtained such as Certificate, Diploma, Degree, please specify field of study/subjects passed and level attained. Please add paper if required.)  
 (如所修讀的為證書、文憑或學位課程，請註明修讀範圍/及格科目與成績/考獲等級。如空位不敷填寫，請另頁詳列有關資料。)

Date (month/year) 日期(月份/年份)		School, College, University or Training Organization Attended 曾就讀的學校、學院、大學 或訓練機構	Full/Part-time or Distance Learning 全日制/部分時間 制或遙距課程	Qualification Obtained 獲頒學歷	Date of Award 頒授日期	(For official use only) (只供本局填寫)
From 由	To 至					

## (IV) PROFESSIONAL QUALIFICATIONS 專業資格

Name of Professional Institution 專業學會名稱	Class of Membership 資格類別	Date Obtained/To Be Obtained (month/year) 頒授/將頒授日期 (月份/年份)	By Examination or Exemption? Is It Currently Valid? 取得資格的途徑(透過考試或豁免?)請註明資格是否仍然有效	(For official use only) (只供本局填寫)

**(V) FULL EMPLOYMENT RECORD TO DATE (in chronological order) (including past/current Council employment)**  
**截至目前為止的全部就業詳情 (請按任職日期順序列出) (包括以前/目前受僱於本局的資料)**

Have you ever served in the Vocational Training Council (including part-time employment)?

你曾否在職業訓練局任職 (包括兼職) ? \* Yes 是 / No 否

If yes, the post and the period of service should also be stated in the table below:

若有, 該職位及任職年期亦必須於下表列明:

Date (month/year) 日期 (月份/年份)		Name & Address of Organization & Nature of Business 機構名稱、地址及業務性質	Full or Part Time <sup>#</sup> 全職或兼職	Position Held 職位	(For official use only) (只供本局填寫)
From 由	To 至				

<sup>#</sup> For part-time employment, please indicate number of hours engaged per month <sup>#</sup>如屬兼職, 請列明每月工作時數

**(VI) FURTHER DETAILS OF PRESENT/MOST RECENT EMPLOYMENT 現時/最近期就業詳情**

\* Present/Most Recent Basic Salary \* 現職/近職每月基本薪金

Period of Notice of Resignation required by your present employer

現職位的離職通知期

Other Allowances, Bonus & Fringe Benefits

其他津貼、花紅及附帶福利

**(VII) OTHER INFORMATION 其他資料**

Expected Salary (per month)

Source of knowing this vacancy

要求薪金 (每月)

如何獲悉本職位有空缺

Please provide any other information which you consider relevant to your application here. 你可在此提供其他對你申請此職位有幫助的資料。

**(VIII) REFERENCES (optional) 諮詢人 (可選擇不填寫)**

Please provide two referees who are able to comment on your suitability for appointment. You may choose to provide details if and when requested by the Council at a later stage. We shall not contact your referees without your prior agreement.

請列舉兩名能對你是否勝任應徵職位作出評語的諮詢人。你可選擇當本局於日後提出要求時才提供諮詢人的資料。本局在未得到你的同意之前, 將不會聯絡你的諮詢人。

Name 姓名

Relationship 關係

Contact Tel. No. 聯絡電話號碼

**(IX) DECLARATION 聲明書**

I understand that if I wilfully give any false information or withhold any material information, my application will not be further processed or I shall render myself liable to dismissal if I am appointed to the service of the Vocational Training Council.

我明白如故意虛報或隱瞞重要資料, 貴局將不會處理這申請。即使獲貴局錄用, 本人亦有可能被解僱。

I understand and accept that the information given above will be provided to organizations authorized to process the information for appointment (e.g. qualification and health assessment and integrity checking).

我明白並同意上述資料會送交已授權機構以便進行招聘工作 (例如查核資歷、健康情況及品行等)。

Signature of Applicant 申請人簽署

Date 日期

\*Please delete if not applicable \*請刪去不適用者

## **Notes for Applicants 申請人須知**

- (a) The Council is an equal opportunity employer and adopts a policy of equal employment opportunities.  
本局是一個推行平等機會的僱主，並提供平等就業機會予所有申請人。
- (b) This application form should be completed in block letters.  
申請書必須用正楷填寫。
- (c) **Your application may not be considered** if you fail to provide all information as requested in the recruitment advertisement/circular.  
申請人如未能按招聘廣告/通告內列出的入職要求提供所有資料，申請可能不被考慮。
- (d) Please ensure that all information is accurate, and attach copies of relevant documents/transcripts of studies (do not send any originals of certificates/qualifications). If there is insufficient space, please give details on a separate sheet to be attached to this application.  
各項資料必須正確填報，並附上有關學歷的證明文件及成績表副本(毋須正本)。如空位不敷填寫，請另頁詳列有關資料。
- (e) You are advised to make a photocopy of the completed application form for your own reference.  
申請人應保留一份填妥的申請書副本，以備參考。
- (f) The Council normally will not issue acknowledgement of your application. If you would like to have an acknowledgement, please enclose a stamped, self-addressed envelope with your application.  
本局通常不會覆函確認收妥申請書。如你需要確認覆函，請隨申請書附上貼有足夠郵資並寫上你的姓名和地址的回郵信封。
- (g) Only shortlisted applicants will be contacted for further assessment. If you do not hear from us within 10 weeks, you may consider that your application has been unsuccessful on this occasion.  
本局只會聯絡初步入選的申請人作進一步評核。如你在十星期內未接獲通知，即表示你是次的申請並不成功。

## **Personal Information Collection Statement 收集個人資料聲明**

- (a) Except for items clearly marked as optional, the personal data requested in this form and any other additional information as may be requested in the job advertisement are to enable the Council to assess if the applicant is qualified and suitable for the job in terms of qualifications, training, experience, and any other requirements specified for the job. The Council will be unable to process this application if the information requested is not provided, incomplete or it is unclear from the information/documents provided that the applicant meets the minimum requirements for the post advertised.  
申請書內要求提供的所有個人資料及招聘廣告內特定需要的資料是用作評核申請人是否符合職位的要求。申請人如未能提供所需的所有資料，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最低的學歷、訓練、經驗或其他條件，本局將無法處理該項申請。
- (b) The personal data provided in this form will be treated as confidential and used for recruitment and other employment-related purposes only. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment and employment with the Council e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Provision of false information or the willful withholding of material information by an applicant may be sufficient grounds for discontinuation of processing of this application, cancellation of job offer, and dismissal if the applicant is employed by the Council. Information on unsuccessful candidates will normally be destroyed 24 months after the completion of the recruitment exercise.  
申請人在本申請書內所提供的個人資料，將絕對保密並只用於招聘工作及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與本局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。申請人若故意隱瞞或虛報資料，本局有權停止招聘手續、撤銷聘書或於聘用後將其解僱。在一般情況下，未獲取錄申請人的資料將於招聘工作完成二十四個月後全部銷毀。
- (c) For correction of or access to personal data (at a fee for access to personal data) after submission of the application form or enquiries on recruitment matters, please write to the Human Resources Division, Vocational Training Council, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.  
提交申請書後，如欲更改或查詢個人資料(查詢個人資料須繳交費用)，或查詢與招聘有關的事宜，請以書面向香港灣仔活道27號職業訓練局大樓職業訓練局人力資源科提出。