



HONG KONG BAPTIST UNIVERSITY

Personal Information Collection Statement (PICS) for Recruitment

Please read the following carefully before you fill in the application form:

1. The personal data collected in this form will be used by the University to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorized to process the information for purposes relating to appointment.
2. Please complete all items on this form for selection purposes. Failure to provide these data may affect the processing and outcome of your application. This form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
3. Applicants are requested to attach **photocopies** of certificates, transcripts and other relevant documents to support information on this form. These copies are not returnable and will be verified in due course.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than 12 months. Thereafter, your application together with all materials you provide will be disposed of. When similar vacancies in the University arise during the period, we may transfer your application to them for consideration of employment.
5. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong; and quote the PR Reference No. in your letter.

Notes:

1. All information provided will be treated in **strictest confidence**.
2. Please return the completed form by mail to the **Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong**.
3. Should you require acknowledgement of your application, please enclose a self-addressed and stamped envelope (size should at least be 4" x 9") together with your application materials.

✂ (please tear off)



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Dear Applicant,

We thank you for your interest in joining Hong Kong Baptist University. Your application for appointment is now receiving attention. Should it be shortlisted for further consideration, we would contact you in due course. The processing time may vary among positions and as a general rule (unless otherwise specified in the advertisement), you may assume your application unsuccessful if you do not hear from us within 6 months from the date of this acknowledgment.

PERSONNEL OFFICE

Acknowledgment of your application will be sent to you by confidential mail, please complete the following items:

Name _____

PR Ref _____

Address _____



香港浸會大學

以招聘理由收集個人資料的政策聲明

填寫此職位申請表格前請小心閱讀下列各點：

1. 申請人在此申請表上所填報之資料，香港浸會大學將用作評核申請人是否適合所申請職位及用作釐定薪酬及福利條件（若適用）。申請人資料會送往獲授權處理有關招聘事宜的部門/單位，以及校內/校外之評審人員以完成有關程序。
2. 申請人必須填寫此申請表上所有項目。若未能提供完整資料，將會影響申請之處理及結果。本表格須以正楷填寫，如不敷應用，請用另紙填寫。
3. 請附上有關學歷及其他有關資料之**副本**，副本將不獲退回並需於日後核對。
4. 如申請人不獲取錄，香港浸會大學將保留申請人資料不多於十二個月，其後此申請表及所附文件將被銷毀。若大學於保留請人資料期間有類似職位空缺，申請人資料將被轉介致有關部門作考慮。
5. 根據個人資料（私隱）條例，遞交此申請表後，如需查閱/更改資料，請致函予香港九龍塘香港浸會大學人事處，並註明職位空缺編號（PR Ref）。

注意：

1. 所有資料將**絕對保密**。
2. 請將填妥之表格寄回**香港九龍塘香港浸會大學人事處**。
3. 如需本校函覆收件通知，請附上回郵信封一個（4吋 x 9吋）寄回本校。

(請沿虛線撕下)



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

敬啟者：

多謝申請香港浸會大學職位空缺，台端之申請現正洽辦中。倘若申請被納入決選名單中，大學將與台端聯絡。惟因各職位之甄選過程需時不一，倘若於本回條發出後六個月內仍未接獲面試通知，則可視作落選論。

香港浸會大學人事處

本回條將作密件投寄予台端，請填寫下列資料：

姓名 _____

空缺編號 (PR Ref) _____

地址 _____



香港浸會大學 HONG KONG BAPTIST UNIVERSITY

EMPLOYMENT APPLICATION FORM

(Academic/Teaching, Managerial & Senior Staff Grades)

(教學及管理人員職位申請表)

Mission of the University : Hong Kong Baptist University, as a community of scholars, is committed to a distinctive mission of higher education which incorporates teaching, research and service, and which inculcates in all who participate, a sense of value that extends beyond the mere acquisition of knowledge. The University seeks to foster and to achieve excellence, intellectual freedom, and the highest of ethical standards. These commitments have evolved from the University's heritage of Christian higher education within a Chinese cultural setting. As a result of this tradition, the University is committed to creating and maintaining an environment that develops and sustains the whole person in all these educational endeavours.

PR Ref 空缺編號 PR _____ / _____ - _____	Post Applied for 申請職位	Department/Office 學系/部門	Date Available 可履任日期
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Ia. PERSONAL PARTICULARS 個人資料

Surname 英文姓氏 <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss 教授 博士 先生 太太 女士 小姐	Other Name 英文名字	Name in Chinese 中文姓名
Correspondence Address 通訊地址	Off. Tel. 辦公室電話	Res. Tel. 住所電話
	Pager/Mobile 傳呼/手提號碼	
E-mail 電郵地址	Fax No. 傳真號碼	
*Hong Kong Identity Card/Passport Number *香港身份證/護照號碼	Date of Birth 出生日期	

Language(s) Used 可操的語言	Your own Assessment 語文能力	
	Written 書寫	Spoken 言談
First Language 第一語言		
Other Language(s) 其他語言		

Ib. FOR OVERSEAS APPLICANTS ONLY 海外申請者填寫

a. If you are currently in Hong Kong, what kind of visa have you obtained from the Hong Kong Government: 台端如在香港，所獲香港政府簽發之證件為： <input type="checkbox"/> Employment Visa 工作簽證 <input type="checkbox"/> Dependant Visa 家屬簽證 <input type="checkbox"/> Others 其他 _____
b. Visa Reference 簽證編號： _____
c. Visa Expiry Date 簽證到期日： _____

* Please delete as inappropriate 請刪除不適用者

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷

Dates 日期 (M/Y) (月/年)		Full Name & Location of Tertiary Institutions Attended/Attending 曾/現就讀院校名稱及地址	Field of Study 修讀範圍	Abbreviation e.g. BA, PhD	Qualifications Obtained (Pls. indicate the abbreviation before description) 所得資格/文憑/學位	Date of Award (M/Y) 頒授日期 (月/年)
From 由	To 至					

III. PROFESSIONAL QUALIFICATIONS 專業資格

Membership obtained from professional association or public examination

由專業學會或公開考試獲得之會員資格

Means of Attaining
X: By Examination
E: By Election
S: By Subscription

Name of Association/ Professional Institution 學會/專業機構名稱	Title Abb. e.g. FHKSA, MHKIE	Professional Title 專業名銜	Level Attained, if applicable 認可程度/資格	Means of Attaining	Conferred Date (M/Y) (月/年) 頒授日期

IV. MAJOR RESEARCH WORK/PUBLICATIONS 主要研究計劃/著作

Applicants applying for *academic* or *research* position, please attach a **publication list**, stating the followings:-

若申請教學或研究職位，請附上研究計劃/著作名單，列出以下各項：-

Title of Publication 研究/著作名稱

Date/Place of Publication 出版日期及地點

Publisher 出版商

Applicants are also requested to send in samples of publications, preferably three best ones out of the most recent publications.

申請人需附上最近的三個研究計劃/著作樣本

V. ADDITIONAL INFORMATION 其他資料

(For example, other relevant computer knowledge, special skills, social/cultural activities, etc 例如：電腦知識，特別技能或其他活動等)

VIII. REFERENCES 諮詢人資料

- a. The University will seek confidential reference on you once you are shortlisted for further consideration. Please provide details of two referees (preferably your former academic adviser/job supervisor) whom the University can invite to comment on your academic/professional suitability for the post:

經初步甄選，大學將須向熟悉台端之學歷及專業經驗之人士(盡可能是台端以往的教師或上司)作出諮詢，請列舉兩名諮詢人：

Name 姓名 _____ Position 職位 _____

Organization 機構 _____ Telephone 電話 _____

E-mail 電郵地址 _____ Fax 傳真 _____

Address 地址 _____

Name 姓名 _____ Position 職位 _____

Organization 機構 _____ Telephone 電話 _____

E-mail 電郵地址 _____ Fax 傳真 _____

Address 地址 _____

- b. In the event of an offer of appointment, the University will approach your employer to confirm details of your present/last employment. Please provide the particulars of the contact person of your *present/last employer below:

若準備錄用台端，大學將須諮詢台端*現任/最近之僱主，請詳列聯絡人之有關資料：

Name 姓名 _____ Position 職位 _____

Organization 機構 _____ Telephone 電話 _____

E-mail 電郵地址 _____ Fax 傳真 _____

Address 地址 _____

Note: You will be duly advised before your present/last employer is approached.

大學在諮詢台端現任/最近僱主前，將事先通知台端。

IX. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Hong Kong Baptist University to contact my personal referees as provided in Section VIII above to comment on my suitability for the post applied for.

本人特此聲明上述資料正確無訛，並明白任何故意之虛報聲明將有可能導致本人被即時解僱。本人同意香港浸會大學向上述兩位諮詢人士諮詢有關本人之學歷或專業經驗作為此次申請之參考。

Date 日期 _____

Signature 簽名 _____