

APPLICATION FOR EMPLOYMENT 職位申請表



Post Applied For 申請職位 _____

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。

(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			
Date of Birth 出生日期		Sex 性別			
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)					
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
From 由	To 至				

(IV) FULL EMPLOYMENT RECORD TO DATE (in chronological order)

截至目前為止的全部就業詳情 (請按任職日期順序列出)

Date (month/year) 日期 (月份/年份)		Name of Organization & Nature of Business 機構名稱及業務性質	Full or Part time 全職或兼職	Position 職位
From 由	To 至			

(V) LANGUAGE SKILLS AND COMPUTER SKILLS

語言能力及電腦技巧

廣東話 (普通 / 流利*) 英語 (普通 / 流利*) 普通話 (普通 / 流利*) 其他 (請列明) : _____ 普通 / 流利*)
 Cantonese (Fair / Fluent*) English (Fair / Fluent*) Putonghua (Fair / Fluent*) Others (Please Specify) : _____ (Fair / Fluent*)

Word Excel PowerPoint Access 其他 : _____

(VI) OTHER INFORMATION 其他資料

Expected Salary (per month) 要求薪金 (每月)	Registered Social Worker 為註冊社會工作者	YES / NO * 是 / 否 *
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(VII) DECORATION 聲明

I understand that if I willfully 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 Hong Kong Volunteers Association (HKVA).
 我明白如故意虛報或隱瞞重要資料，貴會將不會處理這申請。即使獲貴會錄用，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

Date 日期

Notes for Applicants 申請人須知

(a) This application form should be completed in block letters.

申請書必須用正楷填寫。

(b) Please ensure that all information is accurate, and attach copies of relevant documents/transcripts of studies (do not send any original 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。

(c) HKVA will not issue acknowledgement of your application.

本會不會覆函確認收妥申請書。

(d) 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.

本會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) The personal data mentioned in this statement covers both the information the applicant provides in this form and in other documents attached to this form, including but not limited to the curriculum vitae, certificates, transcripts and employment references.

本聲明所提及的個人資料包括申請人於本申請書內及其他夾附文件中所提供的資料，當中包括但不限於履歷表、證書、成績單及工作證明。

(b) The personal data provided in this form and in other documents attached to this form will be treated as confidential and used for recruitment and other employment-related purposes only. It may, if necessary, be provided to the relevant government departments and other organizations or agencies to process the information for purposes relating to recruitment and employment with the Council e.g. qualifications assessment

申請人在本申請書內及其他夾附文件中所提供的個人資料，將予絕對保密，並只用於招聘工作及其他與僱用有關的事宜上。如有需要，有關資料會送交相關的政府部門及其他組織或機構，用以進行與本會招聘工作及僱用相關的事宜，例如學歷評審。

(c) Except for items clearly marked as optional, the provision of all the personal data requested in this application form and any other additional information as may be requested in the job advertisement is obligatory. HKVA 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. Provision of false information or wilful withholding of material information may be sufficient grounds for discontinuation of processing of this application, cancellation of job offer, and dismissal if the applicant is employed by HKVA.

申請人必須提供申請書內所需的個人資料及招聘廣告內要求的附加資料，惟申請書上註明可選擇填寫與否的項目則屬例外。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，本會將無法處理該項申請。申請人若故意隱瞞或虛報資料，本會有權停止招聘手續、撤銷聘書或於聘用後將其解僱。

(d) Information on unsuccessful candidates will normally be destroyed within 1 month after the completion of the recruitment exercise.

在一般情況下，未獲取錄申請人的資料將於招聘工作完成後一個月內全部銷毀。

(e) Applicants have the right to access to their personal data and make correction thereof and to the information regarding the Council's policies and practices on the personal data of its employees/job applicants. Any enquiries shall be made in writing to the Section of the Human Resources Division, Room 910-911, Youth Square, Chai Wan, Hong Kong, or by e-mail at hkvarerecruit@gmail.com

申請人有權要求查閱或更改個人資料及查詢本會對員工/求職者個人資料的政策和措施。如有任何查詢，可致函香港柴灣青年廣場 9 樓 910-911 室，或電郵至 hkvarerecruit@gmail.com，與本會人力資源部門聯絡。