**F-HR0401(4)**

**導師 / 兼職 / 替假職位申請表**

**Application for Employment (Instructors, Part-time, and Relief Posts)**

在填寫本申請表前，請先細閱申請人須知及收集個人資料聲明。

Please read the Notes for Applicants and Personal Data Collection Statement before completing the application form.

## 申請人須知 Notes to Applicant

1. 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.

1. 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.
2. 如申請職位的日常職務涉及與兒童(即未滿 18 歲人士)或精神上無行為能力人士有經常或定期接觸的工作，申請人將被要求進行性罪行定罪紀錄查核，並自行繳交所需費用。
If the usual duties of the position applied for would involve frequent or regular contact with children (i.e. persons under 18) or mentally incapacitated persons, you will be required to undergo Sexual Conviction Record Check (SCRC) at the SCRC Office of the Police and pay the related fee.

## 政策聲明 Policy Statements

**收集個人資料聲明 Personal Data Collection Statement**

1. 申請人所提供的資料，將用於招聘及作其他聘任用途。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。如職位申請不獲接納，本處會保存申請人的個人資料最多為由不獲取錄日期起計不多於三個月。
The information provided will be used for appointment and other employment-related purposes. It may be provided to departments/agencies authorized to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination and integrity checking etc. If this application is not successful, your personal data may be retained for no more than three months from the date of rejection of job application.
2. 提交申請後，如欲更改或查詢個人資料，請致電 2366 7271 與總辦事處聯絡。
For correction of or access to personal data after submission of the application form, please contact the Head Office of the Hong Kong Children & Youth Services at 2366 7271.

## 平等機會聲明 Equal Opportunity Statement

本服務處為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。服務處一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、年齡、種族、殘疾、婚姻狀況、家庭崗位或宗教而受影響。
We are an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacancy. All appointments are based on the candidates’ past working experience, competencies and qualifications regardless of their gender, age, race, disability, marital status, family status or religion.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請職位Position Applied： | (第一選擇1st Choice) | 服務單位Service Unit： |  | 職位編號Post No. ： |  |
| 如適用 if applicable | (第二選擇2nd Choice) | 服務單位Service Unit： |  | 職位編號Post No. ： |  |

插入照片

Insert Photo

|  |  |  |
| --- | --- | --- |
| 可上班日期 Date of Availability | ： |  |
| 現時/最後薪金 Current/Last Salary | ： |  |
| 期望薪金 Expected Salary | ： |  |
| 如申請人不願意此職位申請表轉移至服務處的其他服務或單位，請在加 **“ ** **”**If you do not wish to transfer this form to other services/units, please tick in the box.[ ]  |

1. **個人資料 Personal Particulars**

|  |  |  |
| --- | --- | --- |
| 英文全名 Full Name in English  | 別名 Alias  | 中文姓名 Chinese Name  |
|  |  |  |
| 出生日期 Date of Birth  | 性別 Sex  | 婚姻狀況 Marital Status  | 電子郵件地址 E-mail  |
|  |  |  |  |
| 是否持有香港居民身份證？Do you hold a Hong Kong identity card? |
| [ ]  | 是 \*(永久性 / 非永久性) Yes\* (Permanent/Non-permanent)\*請刪去不適用者 Please delete as appropriate  | [ ]  | 否　No護照/旅行證件屆滿日期(日/月/年) : \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_Expiry Date of Passport / Travel Document(dd/mm/yyyy) |
| 通訊地址 Correspondence Address  | 聯絡電話號碼 Contact Tel No  |
| (中文 Chinese) |  |
|   |  |
| (英文 English) |
|  |
| 宗教 Religion (如適用 If applicable)：  |  |

1. **學歷(按最近日期列出)及附上證明
Academic Qualifications (in descending order) with copies of the Certificate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 由 (月/年)From (m/y) | 至 (月/年)To (m/y) | 院校名稱Name of Institution | 全日/兼讀制Full/Part-time | 所獲資格 (列明科目及程度)Qualification Obtained(with subjects & levels) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **專業資格(按最近日期列出)及附上證明
Academic Qualifications (in descending order) with copies of the Certificate**

|  |  |  |
| --- | --- | --- |
| 頒授日期Date of Issue | 頒發機構Issuing Authority | 專業資格Professional Qualifications |
|  |  |  |
|  |  |  |

1. **至目前為止的就業情況(按最近日期列出)及附上證明
Employment Record To Date (in descending order) with copies of the Supporting Document**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 由 (月/年)From (m/y) | 至 (月/年)To (m/y) | 機構名稱Name of Organization | 職位Position | 最後薪金Last Salary | 離職原因Reasons for Leaving |
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1. **語言及技能 (請於適用處加上“ ** **”)** Language and Skills (Please “” if appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| 語言能力 Language Skills  | 講 Speak  | 讀Read  | 寫 Write  |
|  | 優Excellent | 良Good | 常Average | 劣Bad | 優Excellent | 良Good | 常Average | 劣Bad | 優Excellent | 良Good | 常Average | 劣Bad |
| 中文 Chinese |  |  |  |  |  |  |  |  |  |  |  |  |
| 英語 English |  |  |  |  |  |  |  |  |  |  |  |  |
| 廣東話 Cantonese |  |  |  |  | NA | NA |
| 普通話 Putonghua |  |  |  |  | NA | NA |
| 其他 Others  |  |
| 電腦技能Computer Skills | [ ] Word | [ ] Excel | [ ] Power Point |
| [ ] 其他（請列明） Others (Please state)： |  |
| 其他與工作相關的技能Other job-related skills |  |

1. **其他資料 Other Information**

|  |
| --- |
| 你獲悉空缺的途徑Channel you learn about this vacancy |
| [ ] 勞工處 Labour Department  | [ ] 報章Newspaper  | [ ] 親友介紹Relatives/Friends  |
| [ ]  網站 Website  | [ ] 其他Others： |  |
| 你是否殘疾人士? (可選擇不填寫而不會影響面試結果)Are you a candidate with disability?(Optional and will not affect interview result) | 你曾否觸犯任何刑事罪行而被定罪(包括性罪行)?(可選擇不填寫而不會影響面試結果)Have you ever been convicted of a criminal offence (incl. Sexual Offence)?(Optional and will not affect interview result)[ ]  Yes 是If yes, please state 如有，請說明： [ ]  No 否 |
| [ ] 是 Yes [ ] 否 No |
| 如為殘疾人士，請註明殘疾性質及程度，以及在參加面試時是否需要特別的安排If yes, please indicate nature and degree of disability and specify any special arrangement required if attends an interview. |
| 是否有精神病紀錄?(可選擇不填寫而不會影響面試結果)Do you have mental illness records?(Optional and will not affect interview result) | 是否有以下習慣?(可選擇不填寫而不會影響面試結果)Do you have the following habits?(Optional and will not affect interview result) |
| [ ] 是 Yes [ ] 否 No | 吸煙 Smoking  | [ ] 是 Yes [ ] 否 No |
|  | 飲酒 Drinking alcohol  | [ ] 是 Yes [ ] 否 No |
| 你曾否以僱員身份 / 以服務合約形式在香港青少年服務處任職?Have you ever been employed by /entered into Service Contract with Hong Kong Children & Youth Services?[ ]  是 Yes [ ] 否 No 如是，請註明合約日期、職位及所屬部門/單位 If yes, please specify contract period, position and department/ unit  |
|  |
| 是否有親友現於本服務處工作? Is/Are any family member(s)/ relative(s)/ friend(s) working in our Agency? [ ]  是 Yes 如有，請說明 If yes, please state：  [ ]  否 No  |
| Name:姓名：  | Current position:現時職位：  | Relationship:關係：  |
| 你曾否在過去向香港青少年服務處申請任何職位? Have you applied any other post(s) with Hong Kong Children & Youth Services in the past?[ ] 是 Yes [ ]  否 No |
| 如有，請填妥以下部份 If yes, please complete the following parts： |   |
| 職位 Post | 日期 Date | 結果Results |
|  |  | \*取錄/已獲約見/不獲約見/其他，請註明： |  |
| \*Offered/Interviewed/Not interviewed/Others, please specify: |  |

\*請刪去不適用者 Please delete as appropriate

|  |  |
| --- | --- |
| 請提供可工作日子Please provide your available working day(s) | 請提供可工作時間Please provide your available working hour(s) |
| 星期 一 / 二 / 三 / 四 / 五 / 六 / 日 |  |

1. **諮詢人 Referee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名Name | 關係Relationship | 機構名稱Name of Organization | 職員Position | 聯絡電話Contact No. |
|  |  |  |  |  |
|  |  |  |  |  |

\* 諮詢人不可為親人或朋友。Family members or friends will not be accepted as referee.
其中一名須為申請人的上司(如有)或熟識你工作背景的人；如應屆畢業生，可填上導師。
Either one should be your supervisor (if any) or acquainted with your working history; For recent graduates, referee can be your instructor.

|  |
| --- |
| 1. 本人已閱讀及明白申請人須知本。I confirm that I have read and understood the Notes.
2. 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，即使已獲 貴處錄用，亦有可能會遭

解僱。I declare that the information given in this application is correct to the best of my knowledge. I understand 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 Agency.1. 本人現同意 貴處就上述目的將本人提供的資料披露予須知上所列的有關人士及機構，並同意 貴處在考慮本人的職位申請時，可向上述諮詢人查詢本人的過往及現職之聘用資料及品格紀錄，而本人亦授權上述諮詢人向 貴處披露有關資料。

I authorize the Agency to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) in the Notes, and I hereby give my consent to the Agency to obtain and the referee(s) listed above to release information regarding my present or previous employment and conduct for the consideration of my job application. |
| 申請人簽署Signature：  |  | 申請人姓名Name of applicant：  |  | 日期Date： |  |

1. **聲明 Declaration**
2. **只供本處內部填寫　For Internal Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of**Interviews** | **Interviewer** | **Date** | **Comments** |
|  |  |  |  |
| Centre/Office: | Post: | Salary: | Contract Period: |
|  |  |  | [ ]  A [ ]  B Working hours per week:  |  |
|  |
| Recommended by Head of Service:  |  | Date: |  |
| Recommended by Deputy Director / Chief Administrative Officer: |  | Date: |  |
| Approval of Director: |  | Date: |  |

1. **總辦事處專用 For Head Office Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 完成《性罪行定罪紀錄查核》日期 Date of Sexual Conviction Record Check： |  |  | 結果Result： |  | 負責查核者姓名Checked by ： |  |
| 查詢密碼Checking Code ： |  | 查核編號Transaction Number： |  |
| 香港身份證號碼Hong Kong Identity Card no. ： |  | 或 護照 / 旅行證件號碼or Passport / Travel Document Number： |  |