



Po Leung Kuk
保良局

Application Form for Employment 職位申請表

Please read our Policy Statements under Personal Data (Privacy) Ordinance and Equal Opportunity before completing this Form. 請於填寫本申請表前，細閱有關本局於個人資料（私隱）條例及平等機會之政策聲明。

Position Applied for 申請職位**Work Location 工作地點** (if applicable 如適用)

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Personal Data 個人資料

Name in English 英文姓名
Name in Chinese 中文姓名
HKID/Passport No. 香港身份證/護照號碼
Contact Telephone No. 聯絡電話
Correspondence Address 通訊地址
Residential Address (if different from above) 住址 (如與上列不同)

Education 學歷 (Please start from the most recent information 請由最近期資料填寫)

Period (month/year) 就讀日期 (月/年)		School/Institute 院校	Highest Qualification Attained 獲取之最高學歷
From 由	To 至		

Professional Qualifications 專業資格 (Please start from the most recent information 請由最近期資料填寫)

Date Issued (month/year) 頒發日期 (月/年)	Issuing Authority 頒發機構	Qualification Attained 專業資格

Skills 技能

Other qualifications/skills relevant to the application 其他有關此申請的學歷及技能。

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Employment History 工作履歷 (Please start from the most recent information 請由最近期資料填寫)

Employment Period 任職時期	Company Name 公司名稱	Last Position 最後職位	Starting Position 開始時職位	Last Salary 最後薪酬	Reasons of Leaving 離職原因

Criminal Offence 刑事紀錄

A criminal conviction is not necessarily a barrier to appointment. 申請人之刑事紀錄，不一定導致不獲本局聘用。

Have you ever been convicted of a criminal offence?

你曾否被判刑事罪行？

No 否 Yes 有；Please state 請列明：_____

Connections 本局任職之親友

Do you know anyone working in Po Leung Kuk?

你有否認識現時於本局任職之人士？

No 否 Yes 有；Name：_____ Present Position：_____ Relationship：_____

姓名 現職 關係

Others 其他

Date Available

到職日期

Expected Salary

要求薪金

Declaration 聲明

I confirm that I have read and understood the policy statements of Po Leung Kuk on Personal Data Collection and Equal Opportunity.

The information I supplied in this form and any attachment is complete and correct. I understand that any willful misrepresentation or withholding of material information will render me liable to disqualification for employment or to summary dismissal, if already appointed.

本人已閱讀及明白貴局之收集個人資料及平等機會聲明。

本人於此申請表及向貴局提供之其他資料，均完整無誤。本人明白，任何虛報或隱瞞重要事實之行為，會導致本人之申請不獲考慮，或於受僱後被即時解僱。

Signature 簽署

Date 日期



Po Leung Kuk 保良局

Statement of Data Collection from 3rd parties 向第三者收集個人資料聲明

The Kuk may write to your previous and present employers concerning any record or information relating to your employment if it decides to offer you the post. The employment offer is subject to satisfactory reference check.

This Statement is governed by the Personal Information Collection Policy of the Kuk.

本局在考慮聘用時，或會致函閣下曾任或現職之機構查詢。閣下如獲本局聘任，聘任合約須經本局滿意有關閣下文件及資料查証，方為有效。

本聲明受本局之「收集個人資料」政策監管。

Authorization of Data Collection 授權

I authorize Po Leung Kuk to make enquiries concerning any record or information relating to my employment; and I also give my consent to my previous and existing employers to release such information to the Kuk.

本人同意保良局查閱及索取本人過往及現職之僱傭資料，並同時授權本人曾任職及現職之機構向保良局提供一切有關資料。

Referee's Name 諮詢人姓名	:	Relationship / Position 關係 / 職位	:
_____		_____	

Name of Organization / School / Institute 機構／學校／學院名稱	:

Telephone No. 電話	:

Fax No. / E-mail 傳真 / 電郵	:

Applicant's Name 申請人姓名	:

HK Identity Card No. 香港身份証號碼	:

Signature 簽名	:

Date 日期	:

Note to Applicants 申請人注意事項

The referee should be your present or last employer for which you have previously worked, and/or schools and institutes which you have previously attended. Your relative cannot act as your referee.

諮詢人必須是你現職或過往任職公司之僱主，以及／或是你過往曾就讀之學校及學院。你的親屬不能作為諮詢人。



Po Leung Kuk
保良局

Policy Statements

Personal Information Collection Statement

1) Purpose

The personal data collected by the Kuk is for consideration of your recruitment application. Data of successful applicants will be kept as part of the Kuk's employee records.

2) Data User

Only authorized personnel can access and use the data provided.

3) Retention of Data

Unless otherwise consented by applicants, unsuccessful applications will be destroyed upon completion of the recruitment exercise.

4) Data Correction

Applicants who wish to request access to, and correction of, their personal data may write to the Human Resources Department of the Kuk.

Equal Opportunity Statement

Po Leung Kuk is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointments are based on the candidates' past working experience, competencies and qualifications regardless of their gender, age, race, disability, marital status, or family status.

政策聲明

收集個人資料聲明

1) 目的

保良局收集閣下之個人資料作為考慮閣下申請本局職位之用。獲接納之申請人資料將被納入本局僱員紀錄中。

2) 資料使用

只有本局授權人士方可查閱及使用閣下提供之資料。

3) 資料儲存

除非獲申請人同意，否則本局會於是次招聘程序完結後，將申請人之資料銷毀。

4) 資料更改

申請人如欲查閱及更改所提供之個人資料，請以書面與本局人力資源部聯絡。

平等機會聲明

本局為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本局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、或家庭崗位而受影響。