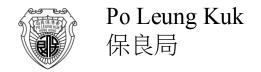


Application Form for Employment 職位申請表

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 A | pplied for F | 申請職位 | Work Location 工作地點 (if applicable 如適用) |
|---|---------------------|--|---|
| | | | |
| | Data 個人資 | 料 | |
| Name in E | nglish | | |
| 英文姓名 Name in C | himaga | | |
| 中文姓名 | nmese | | |
| HKID/Pas: | sport No. | | |
| | 正/護照號碼 | | |
| | lephone No. | | |
| 聯絡電話 | | | |
| Man Andrews Man A | dence Addre | SS | |
| | l Address (if | different from above) | |
| | 與上列不同) | | |
| | | | |
| | | e start from the most recent information | m請由最近期資料填寫) |
| Period (mo | | | YY 1 |
| 就讀日期 | | School/Institute 院校 | Highest Qualification Attained 獲取之最高學歷 |
| From 由 | To至 | PUTX | 15以之取同字座 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | - |
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| | • | | |
| | al Qualifica | ntion s 專業資格 (Please start from | n the most recent information 請由最近期資料填寫) |
| Date Issued (month/year Issuing Authority 頒發日期 (月/年) 頒發機構 | | | Qualification Attained 專業資格 |
| 炽锐口别 | (月/平) | 川 | · 一 |
| | | | |
| | | | |
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| | | | |
| | | | |
| Cl.:11 - LhA | <u>.</u> | • | |
| Skills 技能 Other qualifie | | levant to the application 其他有關此 | 申請的學歷及技能。 |
| · | | × 10.47/486 | |
| | | | |
| | | | |

| 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 |
|------------------------------|---|-----------------------|----------------------------|---------------------|----------------------------|
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| | is not necessarily a barrier | | Z刑事紀錄,不一定導致 | 不獲本局聘用。 | |
| 你曾否被判刑事 | | | | | |
| No 否 | Yes 有;Please state | 請列明: | | | |
| Connections 本) | | | | | |
| | yone working in Po Lei 於本局任職之人士? | ang Kuk? | | | |
| No 否 | Yes 有;Name: | | tion: | Relationship | : |
| | | 現職 | | 關係_ | |
| Others 其他 Date Available | | Evnag | ted Salary | | |
| 到職日期 | | 要求薪金 | teu Salary | | |
| Declaration 聲明 | 1 | | | | |
| | nave read and understo | od the policy statem | ents of Po Leung Ku | ık on Personal | Data Collection and |
| The information | I supplied in this form | | | | |
| | n or withholding of ma smissal, if already app | | will render me liable | to disqualificat | tion for employment |
| 本人於此申請表 | 白貴局之收集個人資及向貴局提供之其他 | 資料,均完整無誤 | | 報或隱瞞重要 | 事實之行為,會導 |
| 双个 八~ 中 | 獲考慮,或於受僱後 | 汉以中可肝惟。 | | | |
| | | | | | |
| | | | | | |
| Signature 簽署 | | Date | 日期 | | |



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.

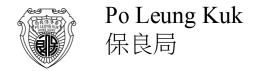
本人同意保良局查閱及索取本人過往及現職之僱傭資料,並同時授權本人曾任職及現職之機構向保良局提供一切有關資料。

| 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-ma il 傳真 / 電郵 : | | |
| | Applicant's Name 申請人姓名 | : |
| | HK Identity Card N 香港身份証號碼 | No. : |
| | 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。



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。