

HONG KONG CHILDREN & YOUTH SERVICES

香港青少年服務處
EMPLOYMENT APPLICATION FORM

職位申請表



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

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。

Notes to Applicant 申請人須知

1. 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.
申請人須妥妥申請表各項，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。
2. 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.
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。
3. 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.
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。

Policy Statements 政策聲明**Personal Data Collection Statement 收集個人資料聲明**

1. 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.
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。
2. 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.
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。

Equal Opportunity Statement 平等機會聲明

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.

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。

Position Applied:

申請職位：

(1st Choice 第一選擇)

Service Unit:

服務單位：

Post No.:

職位編號：

如適用
if applicable

(2nd Choice 第二選擇)

Service Unit:

服務單位：

Post No.:

職位編號：

Insert Photo
插入照片

Date of Availability 可上班日期： _____

Current/Last Salary 現時/最後薪金： _____

Expected Salary 期望薪金： _____

If you do not wish to transfer this form to other services/units, please tick in the box.

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“✓”

A. Personal Particulars 個人資料

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

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

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

C. Professional Qualifications (in descending order) with copies of the Certificate

專業資格 (按最近日期列出)及附上證明

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

D. Employment Record To Date (in descending order) with copies of the Supporting Document

至目前為止的就業情況 (按最近日期列出)及附上證明

From (m/y) 由 (月/年)	To (m/y) 至 (月/年)	Name of Organization 機構名稱	Position 職位	Last Salary 最後薪金	Reasons for Leaving 離職原因

E. Language and Skills (Please “✓” if appropriate) 語言及技能 (請於適用處加上“✓”)

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

F. Other Information 其他資料

Channel you learn about this vacancy 你獲悉空缺的途徑 <input type="checkbox"/> Labour Department 勞工處 <input type="checkbox"/> Newspaper 報章 <input type="checkbox"/> Website 網站 <input type="checkbox"/> Relatives/Friends 親友介紹 <input type="checkbox"/> Others 其他 :		
Are you a candidate with disability? (Optional and will not affect interview result) 你是否殘疾人士? (可選擇不填寫而不會影響面試結果) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please indicate nature and degree of disability and specify any special arrangement required if attends an interview. 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	Have you ever been convicted of a criminal offence (incl. Sexual Offence)? (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) <input type="checkbox"/> Yes 是 If yes, please state 如有, 請說明 : <input type="checkbox"/> No 否	
Do you have mental illness records? (Optional and will not affect interview result) 是否有精神病紀錄? (可選擇不填寫而不會影響面試結果) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	Do you have the following habits? (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) Smoking 吸煙 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 Drinking alcohol 飲酒 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	
Have you ever been employed by /entered into Service Contract with Hong Kong Children & Youth Services? 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? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please specify contract period, position and department/ unit 如是, 請註明合約日期、職位及所屬部門/單位		
Is/Are any family member(s)/ relative(s)/ friend(s) working in our Agency? 是否有親友現於本服務處工作? <input type="checkbox"/> Yes 是 If yes, please state 如有, 請說明 : <input type="checkbox"/> No 否 Name: _____ Current position: _____ Relationship: _____ 姓名: _____ 現時職位: _____ 關係: _____		
Have you applied any other post(s) with Hong Kong Children & Youth Services in the past? 你曾否在過去向香港青少年服務處申請任何職位? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please complete the following parts 如有, 請填妥以下部份:		
Post 職位	Date 日期	Results 結果
		*Offered/Interviewed/Not interviewed/Others, please specify: *取錄/已獲約見/不獲約見/其他, 請註明 :
		*Offered/Interviewed/Not interviewed/Others, please specify: *取錄/已獲約見/不獲約見/其他, 請註明 :

G. Referee 諮詢人*

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

* Family members or friends will not be accepted as referee. 諮詢人不可為親人或朋友。
Either one should be your supervisor(if any) or acquainted with your working history; For recent graduates, referee can be your instructor.
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。

H. Declaration 聲明

1.	I confirm that I have read and understood the Notes. 本人已閱讀及明白申請人須知。
2.	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. 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。
3.	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. 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。
Signature: _____ Name of applicant: _____ Date: _____ 申請人簽署： _____ 申請人姓名： _____ 日期： _____	

For Internal Use Only 只供本處內部填寫

No. of Interviews	Interviewer	Date	Comments / Remarks
			Centre/Office: _____ Post: _____ Starting Date: _____ Starting Salary: _____
			Contract from: _____ to _____ MPF: <input type="checkbox"/> Other: (Please specify) _____
Recommended by Deputy Director:			Date: _____
Approval of Director:			Date: _____

For Head Office Use 總辦事處專用

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