



APPLICATION FORM FOR EMPLOYMENT
職位申請表

(This form can be completed either in English or Chinese. Please read our Personal Information Collection Statement. We will use your telephone no./ email address to handle pre-employment related issues.)

(這份表格可用英文或中文填寫，填寫前請細閱本機構之收集個人資料聲明。本機構會用電話 / 電郵處理入職相關手續。)

Service / Unit :

綜合服務 / 單位

Position applied for :

申請職位

Photo
相片
(Optional
可選擇提供)

I. PERSONAL PARTICULARS 個人資料 (* Optional 可選擇填寫)

Full Name in English : 英文姓名	Alias : 別名	Full Name in Chinese : 中文姓名
HKID No. (First 4 digits) : 香港身份證號碼 (首四位字)	Gender : 性別*	Month & Year of Birth : 出生年份及月份
Religion / Church (if any) : 宗教 / 所屬教會 (如有)*	Nationality : 國籍*	Contact Phone. no. 聯絡電話
Contact Phone. no. 聯絡電話	Email Address : 電郵地址	Residential District : 居住地區
Residential District : 居住地區	Marital Status: 婚姻狀況*	

II. ACADEMIC ATTAINMENT 學歷

Public Examination Results (in chronological order starting from the latest item) 公開考試成績 (請由最近期資料開始填寫) (Please provide details of the public examination results obtained.)				Official Use Only 此欄只供有關部門填寫
Date Issued (Month/Year) 頒發日期 (月/年)	Public Examination (e.g. HKDSE) 公開考試 (例如：香港中學文憑考試)	Subjects Passed and Level Attained* 及格科目及成績*	Checked by	

Education (in chronological order starting from the latest item) 就學詳情 (請由最近期資料開始填寫)					
Schools, Colleges, Universities, etc. 曾經 / 現正就讀的學校、學院、大學	Date (Month/Year) 日期(月/年)		Class/Program Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1-6; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History)) 就讀的班級 / 課程及已獲取 / 將獲取的學歷 (例如：中一至中六；榮譽文學士 – 二級榮譽甲等(主修：地理、副修：歷史))	Mode of Attendance (e.g. full-time/part-time on campus, distance learning, etc.) 上課方式 (例如：當地院校全日 / 兼讀制、遙距授課等)	Official Use Only 此欄只供有關部門填寫
	From 由	To 至			Checked by

Professional Qualifications (in chronological order starting from the latest item)				Official Use Only 此欄只供有關部門填寫
專業資格 (請由最近期資料開始填寫)				
Professional Qualifications 持有的專業資格	Full Name of Issuing Authority 頒發機構全名	Level Attained/to be Attained 已達到/將達到的程度	Date Obtained/to be Obtained (Day/Month/Year) 及獲取/將獲取資格的日期(日/月/年)	Checked by

III. WORK EXPERIENCE 工作經驗

Present & Previous Full Time / Part-time Employment 現時及以往全職/兼職工作						Official Use Only 此欄只供有關部門填寫	
(in chronological order starting from the latest item 請由最近期資料開始填寫)							
Employment Period (Month/Year) 僱用期間(月/年)		Name of Employer 公司 / 機構名稱	Position (職位)		Last Salary (最後薪金)	Reason(s) for leaving 離職原因	Checked by
From 由	To 至		Starting 入職時	Last 最後			

IV. OTHER SKILLS 其他技能

Language Ability 語文能力					
Native: 母語	Spoken : 會話	Written : 書寫	Other Language(s) 其他常用語言	Spoken : 會話	Written : 書寫
Other skills & experience which you consider useful to support your application					
其他對申請此職位有幫助的技能及經驗					

V. REFERENCES 諮詢人

(Please name two referees who should not be your relatives, and at least one of them should be your current or recent employer 兩位諮詢人必須為非親屬人士，其中至少一位需為申請人之現職或近期僱主。)

Name 姓名	Name of Employer 公司 / 機構名稱	Position 職位	Email Address 電郵地址	Contact Phone No. 聯絡電話

Date Available 可到職日期 :	Expected Salary 期望薪金 :
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VI. OTHER INFORMATION 其他資料

1. Do you have relative(s) working in our company? If yes, please specify name(s). 是否有親屬現於本機構工作？如有，請詳列其姓名。
 No 沒有 Yes, please specify: 有，請列明:
2. Do you have any record(s) of criminal convictions, or are you involved in any ongoing criminal proceedings or investigations including but not limited to arrest or apprehension by the police? If yes, please give details. 是否有任何刑事定罪紀錄或涉及任何在進行中的刑事訴訟或調查，包括但不限於被警方逮捕或拘捕？如有，請列明詳情。
 No 沒有 Yes, please specify: 有，請列明:
3. Do you have any application for or renewal of professional registration being refused / cancelled, or are you being investigated by related institutions or professional bodies over professional misconduct allegations or whether you received any reprimand/warning/advisory letter? If yes, please give details. 是否曾遭拒絕/取消專業執照註冊或續期申請，或是否正被相關機構或專業團體調查有關專業失德的指控，或遭發出譴責/警告/勸喻信？如有，請列明詳情。
 No 沒有 Yes, please specify: 有，請列明:
4. Have you ever received any extra income, including but not limited to severance payment, termination payment, employees' compensation, etc.? If yes, please give details. 曾否接受僱主發放額外收入，包括但不限於遣散費、解僱補償、工傷補償等？如有，請列明詳情。
 No 沒有 Yes, please specify: 有，請列明:
5. How did you learn about this position? 你如何得知有此職位空缺？
 The Media, please specify : _____ Relatives / Friends Others, please specify : _____
報章 / 雜誌 / 其他媒體，請列明： _____ 親屬 / 朋友介紹 其他途徑，請列明： _____

VII. PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

1. H.K.S.K.H. Lady MacLehose Centre ("The Centre") is collecting your personal data for processing your job application and assessing your suitability for the job. The Centre may, where applicable, transfer and/or disclose your personal data including but not limited to name, telephone number, email address and residential address on a need-to-know basis to the staff, relevant departments and units of the Centre, and Government departments or organisations with authorization or statutory power to obtain such information, and external parties who are appointed by the Centre including but not limited to insurance companies, doctors, legal advisors and/or other service providers. The personal data will be treated in accordance with the Personal Data (Privacy) Ordinance, and will not be sold or transferred in any form through any means to any other persons or entities. 香港聖公會麥理浩夫人中心("本機構")現收集申請人的個人資料，作為有關處理職位申請及評估應徵者是否適合該職位的用途。本機構可將申請人的個人資料，包括但不限於姓名、電話號碼、電郵地址、住址等，向工作上有需要知道該等資料的本機構職員、本機構轄下相關部門及單位、獲授權或有法定權力收取有關資料的政府部門或機構、及獲本機構委任的保險公司、醫生、法律顧問及/或其他服務提供者等轉移及/或披露。有關的個人資料將按《個人資料(私隱)條例》處理，不會以任何形式出售或轉讓予任何人士或組織。
2. Personal data is provided on a voluntary basis. Failure to supply sufficient personal data may result in the Centre being unable to process your job application. You shall be responsible for any delay in processing your job application arising from your failure to supply any of the personal data required. 提供個人資料予本機構純為自願。若申請人未能提供足夠個人資料，本機構可能無法處理有關職位申請。引致職位申請之延誤須由申請人負責。
3. You have to ensure the accuracy of all the personal data you supplied. You shall notify the Centre of any change of the personal data as soon as possible. You shall be responsible for any delay in processing your job application due to any inaccurate or incomplete personal data. 申請人須確保所提供之資料為真確。遇有任何資料上之更改，申請人須儘快通知本機構作有關更新。如因所提供的資料失誤而引致職位申請之延誤，概由申請人承擔。
4. If any personal data of your relatives or friends are provided, you shall obtain their prior consents before providing such data. 申請人提供之資料當中如涉及親友的個人資料，申請人須已取得該等人士之同意。
5. Personal data will not be kept longer than necessary by the Centre for the fulfillment of the purpose for which the data are to be kept. Where records of personal data are no longer required, they will be erased by the Centre according to their respective handling policy. 本機構對個人資料的保留期限不會超過貫徹該等資料的使用目的所需的時間。如不再需要個人資料紀錄，本機構會根據個別資料的處理政策刪除有關紀錄。
6. Save and except the circumstances specified under the Personal Data (Privacy) Ordinance, you have the right to apply for access to and/or correction of your personal data held by the Centre. For enquires or application, please write to H.K.S.K.H. Lady MacLehose Centre (address: Room 301, 3/F, 22 Wo Yi Hop Road, Kwai Chung, N.T.). 除《個人資料(私隱)條例》特定的豁免範圍外，申請人有權申請查閱及/或改正本機構所存有有關申請人的個人資料。查詢或提出申請可致函香港聖公會麥理浩夫人中心(地址：新界葵涌和宜合道22號3樓301室)

VIII. DECLARATION 聲明

I declare that all of the information given above is true and accurate. I hereby authorize H.K.S.K.H. Lady MacLehose Centre ("Centre") to disclose to and obtain from relevant organizations/persons my personal information as may be required for the assessment of my application and employment. I understand that if I willfully give any false information or withhold any information, or fail to notify forthwith the Centre any subsequent change thereof, I shall be liable to immediate disqualification for appointment or termination of employment, if already employed by the Centre, and may be subject to the dire consequences of criminal prosecution. The Centre reserves the right to take any legal action arising therefrom.

本人聲明以上提供之所有資料均屬真確及準確。本人謹此授權香港聖公會麥理浩夫人中心("本機構")就評核本人申請及聘用方面，向相關機構/人士透露及索取本人之個人資料。本人明白倘若本人故意虛報資料或隱瞞事實，或未有在資料變更後儘快通知本機構，本機構將不會考慮本人之申請，即使已獲本機構聘錄，亦可被立即終止聘用，並可能面對被刑事檢控。本機構並保留追究法律責任之權利。

Name (in Block Letter) :

申請人姓名(正楷)

Signature :

申請人簽署

HKID No. (First 4 digits) :

香港身份證號碼(首四位字)

Date :

日期