



個人資料(私隱)收集聲明 PERSONAL DATA (PRIVACY) NOTICE – USE OF PERSONAL DATA

本會將把申請表所收集的個人資料，使用於評估求職者是否適合擔任所申請的職位，以及在提出聘任時，用作商討薪酬及福利事宜。本會的政策是為日後的招聘活動保留求職者的個人資料半年。如本會屬下各單位在此期間出現職位空缺，本會將可能把閣下的申請轉交有關單位考慮。根據《個人資料(私隱)條例》，閣下有權要求查閱及改正申請表上所填報的個人資料。如欲行使這項權利，請填妥本會的「查閱資料要求申請表」，交回人力資源部職員辦理。

The personal data collected in this application form will be used by the Agency to assess your suitability to assume the job duties of the position for which you have applied and to determine remuneration and benefits package to be discussed with you subject to selection for the position.

It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for 6 months. When there are vacancies in our service units during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it to our Human Resources Department.

平等機會聲明 EQUAL OPPORTUNITY STATEMENT

基督教家庭服務中心會確保招聘過程的公平及公正，聘用將以申請人擁有合適的技能、知識及相關經驗(如適用)作準則，而不會因其性別、年齡、家庭狀況、宗教信仰或殘障而受影響。

Christian Family Service Centre would ensure a fair and equitable recruitment process. Employment is based on suitable skills, knowledge and relevant working experiences (if appropriate) of applicants regardless of their gender, age, family status, religion or disabilities.

申請職位 Position Applied:				(相 片) (Photo)
申請職位編號 Post Code:		申請者編號 Applicant No.:		
姓名 Name: (須與身份証相同) (Same as HKID)	(中文 Chinese) (英文 English)	稱謂 Title:	*先生 Mr. 太太 Mrs. 女士 Ms.	
年齡 Age:	身份証號碼 HKID No. / 護照號碼 Passport No.:			
香港永久性居民 HK Permanent Resident:		<input type="checkbox"/> 是 Yes (日 Day) (月 Month) (年 Year) <input type="checkbox"/> 否 No, 有效居港工作期限 expiry date of staying for work in HK: / /		
通訊住址 Correspondence Address:		聯絡電話 Contact Phone No.:		
(中文 Chinese) _____		電郵地址 Email Address:		

(英文 English) _____				

教育程度 Education Level: (請由最近獲取之學歷資格開始 Please start with the latest academic level attained)

期間 Period (年份 Year) 由 From -至 To	學校名稱 School Name	學歷資格 Academic Level
-		
-		
-		

專業資格 Professional Qualifications (請由最近獲取之專業資格開始 Please start with the latest qualification attained)

簽發日期 Date of Issue	專業資格 Professional Qualification	頒發機構 Name of Issuing Authority	有效日期 Date of expiry

工作經驗 Working Experience (請由最近之工作開始 Please start with the latest job)

期間 Period (月M/年Y) 由 From – 至 To	公司/機構名稱 Name of Employer	職位 Position	
-			*全 / 半 / 兼 職 Full / Half / Part time
-			*全 / 半 / 兼 職 Full / Half / Part time
-			*全 / 半 / 兼 職 Full / Half / Part time
-			*全 / 半 / 兼 職 Full / Half / Part time

能操語言 Language spoken:

☐ 粵語 Cantonese ☐ 英語 English ☐ 普通話 Putonghua ☐ 其他 Others: _____

其他技能 Other skills: _____

可到職日期 Date available for employment: _____

閣下曾否在本會工作

Have you ever been employed by our Agency?

☐ 是 Yes, (年份 Year _____; 職位 Post _____)
☐ 否 No

諮詢人 Referees:

(請填寫非親屬為閣下的諮詢人，如閣下的直屬上司，他/她應可對你的工作能力及經驗等給予意見。本會在考慮閣下的申請時可能會諮詢他/她們。)
(Please provide non-relatives as your referee(s), e.g. your immediate supervisor. He/she can comment on your capabilities and working experience. We may contact him/her during consideration of your application.)

姓名 Name	公司/機構名稱 Name of Company/Organization	職業 Occupation	聯絡電話 Contact Phone No.	關係 Relationship

凡申請從事兒童及精神上無行為能力人士有關工作的職位之求職者，請註明是否願意接受「性罪行定罪紀錄查核」，並授權本會獲取查核的結果：

Candidates applying posts which undertake work relates to children or mentally incapacitated persons, please specify whether you agree to undergo “Sexual Conviction Record Check” and allow us to access your check result.

☐ 願意 Agree ☐ 不願意 Disagree

本人證明上述填報資料真確無誤，並明瞭如虛報資料將會被會方取消資格或受僱後亦會被會方無需給予任何補償而即時解僱。

I certify that the information provided in this application form is accurate, true and complete, and I understand that any misrepresentation may render my application being disqualified or my employment being dismissed immediately without compensation by the Agency even if employed.

申請人簽署 Signature of Applicant:

日期 Date:
