



保良局  
PO LEUNG KUK

## 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. 填寫本申請表前，請細閱有關本局的個人資料(私隱)條例及平等機會之政策聲明。

| Applied Position<br>申請職位 | Department/Service Unit<br>部門/服務單位 | Preferred Work Location<br>期望工作地點<br>(if applicable 如適用) |
|--------------------------|------------------------------------|--|
|                          |                                    |  |

### Personal Data 個人資料

|                               |                                 |
|-------------------------------|---------------------------------|
| Name in English<br>英文姓名       |                                 |
| Name in Chinese<br>中文姓名       | HKID/Passport No.<br>香港身份證/護照號碼 |
| Contact Telephone No.<br>聯絡電話 | Email Address<br>電郵地址           |
| Residential Area<br>居住地區      |                                 |

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

| Period (month/year)<br>就讀日期 (月/年) |      | School/Institute<br>院校 | Highest Qualification Attained<br>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)<br>頒發日期 (月/年) | Issuing Authority<br>頒發機構 | Qualification Attained<br>專業資格 |
|--|---------------------------|--------------------------------|
|  |                           |                                |
|  |                           |                                |
|  |                           |                                |
|  |                           |                                |
|  |                           |                                |

### Skills 技能 Other skills relevant to the application 其他有關此申請職位的技能

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|--|
|  |
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**Employment History 工作履歷** (Please start from the most recent information 請由最近期資料開始填寫)

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

**Other Information 其他資料**

Have you ever been worked in Po Leung Kuk? 你曾否在保良局任職?  
☐ No 否 ☐ Yes 有; Last Dept/Centre & Post \_\_\_\_\_ Employment Period \_\_\_\_\_  
 單位及職位(請列最近一次): \_\_\_\_\_ 任職時期: \_\_\_\_\_

Do you know anyone working in our organization? 你有否認識現時於本機構任職之人士?  
☐ No 否 ☐ Yes 有; Name \_\_\_\_\_ Present Post \_\_\_\_\_ Relationship \_\_\_\_\_  
 姓名: \_\_\_\_\_ 現職: \_\_\_\_\_ 關係: \_\_\_\_\_

How did you know about this vacancy? 你從何得悉此職位空缺?  
☐ Advertisement, please state 招聘廣告, ☐ Referral, referred by 推薦, 推薦人姓名: ☐ Others 其他:  
 請列明: \_\_\_\_\_

Have you ever apply for any position in our organization in the past 6 months? 過去 6 個月內有否申請本機構之職位?  
☐ No 否 ☐ Yes, please state 有, 請列明: \_\_\_\_\_

Have you ever been convicted of sexual offence or other criminal offence in Hong Kong or elsewhere, or whether involved in any ongoing criminal proceedings or investigation?  
 你曾否在香港或其他地方被裁定干犯性罪行或其他刑事罪行, 或涉及任何在進行中的刑事訴訟或調查?  
☐ No 否 ☐ Yes, please state 有, 請列明: \_\_\_\_\_

**(Applicable to candidate applying post for possessing professional registration/ school /child care center 僅適用於擁有專業註冊資格或學校或幼兒中心職位的申請人)**  
 Have you ever been cancelled/denied registration, or have been disqualified from registration, or are being investigated by any organizations for allegations of professional misconduct, or have you been denied permission to teach in Hong Kong or elsewhere?  
 你曾否在香港或其他地方遭取消/拒絕註冊, 或曾被取消註冊的資格, 或正被任何機構調查有關專業失德的指控, 或曾遭拒絕獲准許教學?  
☐ No 否 ☐ Yes, please state 有, 請列明: \_\_\_\_\_

**Date Available and Expected Salary 到職日期及要求薪金**

|                        |                         |
|------------------------|-------------------------|
| Date Available<br>到職日期 | Expected Salary<br>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. If I fail to provide all relevant documents or be cooperative in procuring the same may result in the application not being processed. I understand that any willful misrepresentation or concealment of important information will render me liable to disqualification for employment, or to summary dismissal and criminal prosecution after being 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。若本人未提供或盡力取得所有相關資料, 本人之申請可能不獲處理。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及刑事起訴。

Signature 簽署: \_\_\_\_\_ Date 日期: \_\_\_\_\_



保良局  
PO LEUNG KUK

## Reference Check Statement (Data Collection from third parties) 向第三者收集個人資料聲明

Po Leung Kuk (hereafter referred to as “the Kuk”) may contact your previous and present employers and/or schools and education institutes which you have attended concerning any record or information relating to your employment / study. The employment offer is subject to satisfactory reference check.

在甄選過程中，保良局會聯絡閣下前任或現職之僱主/曾就讀之學校及教育機構查詢與聘用程序相關之資料。即使閣下已獲本局聘用，仍須待本局滿意有關查證結果後，聘用合約方為有效。

### Applicable to candidate applying post for possessing professional registration /school /child care center

僅適用於擁有專業註冊資格或學校或幼兒中心職位的申請人

For candidate applying post for possessing professional registration/school /child care center, the Kuk will check with the Education Bureau or registration body for your teacher/ related qualification registration information

對於擁有專業註冊資格或學校或幼兒中心職位的申請人，保良局會向教育局或有關註冊機構查詢閣下的註冊資料。

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

本聲明受本局之「收集個人資料」政策監管。

## Authorization of Data Collection 授權書

I hereby authorized Po Leung Kuk to make verbal or written enquiries concerning any record or information relating to my present or previous employment, education and teacher registration (*Applicable to candidate applying for teaching post*); and I hereby also give my consent to (i) my present and previous employers; (ii) schools and institutes which I have attended; (iii) or registration body (applicable to candidate applying for professional and school positions) to release such information to the Kuk.

本人同意及授權保良局口頭或書面形式索取本人過往及現職之僱傭資料、學歷資料及教師註冊資料(僅適用於學校職位的申請人)，並同時授權(i)本人曾任職及現職之機構；(ii)本人過往曾就讀之學校或教育機構；(iii)教育局或有關註冊機構(僅適用於專業資格的職位及所有學校職位的申請)向保良局提供相關資料。

Applicant's Name

申請人姓名：\_\_\_\_\_

HK Identity Card No.

香港身份證號碼：\_\_\_\_\_

Signature

簽名：\_\_\_\_\_

Date

日期：\_\_\_\_\_

### 諮詢人資料

#### Information of referee

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.

電話號碼：\_\_\_\_\_

Fax No. / E-mail

傳真號碼/電郵地

址：\_\_\_\_\_

### Note to Applicants 申請人注意事項

The referee should be your present or last employer / supervisor / teacher, for which you have previously worked, and/or schools and education institutes which you have attended. Your friend and 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 / 上司，以及 / 或是你曾就讀之學校及學院之導師。你的親友不能作為你的諮詢人。



## Policy Statements

### 政策聲明

#### 1. Personal Information Collection Statement

##### 收集個人資料聲明

(a) **Purpose 目的**

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.

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。

(b) **Data User 資料使用**

Only authorized personnel can access and use the data provided.

只有本局授權人士方可查閱及使用閣下提供之資料。

(c) **Retention of Data 資料儲存**

Unsuccessful applications will be destroyed within 6 months upon the completion of the recruitment process. If we want to retain your application for more than six months for other recruitment purposes, your further consent will be sought.

本局會於本次招聘程序完結後，保留申請者資料不多於六個月作其他招聘用途，其後會將申請人之資料銷毀。若本局欲保留申請者資料多於六個月作其他招聘用途，將會徵求申請者的進一步同意。

(d) **Data Correction 資料更改**

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

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。

#### 2. Equal Opportunity Statement

##### 平等機會聲明

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' working experience, competencies and qualifications regardless of their gender, age, race, disability, marital status or family status.

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。