ADM004

ST. JAMES’ SETTLEMENT

**聖雅各福群會**

**APPLICATION FORM FOR EMPLOYMENT**

**職位申請表**

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| --- | --- |
| NOTES: | 備註： |
| 1. Please complete form clearly.  2. You may request for correction of personal data in writing to the HR Unit after submission of this application.   1. The information provided will be used for appointment to the Settlement and other employment-related purposes. 2. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required. | 1. 請以正楷填寫此表格。  2. 遞交申請表格後，如欲更改填報資料，請以書面通知本會人力資源組。   1. 申請人所提供的資料，將用於招聘僱員及其他與聘用有關的事宜上。 2. 招聘程序完成後，未獲取錄申請人的資料如已無須保留，將全部銷毀。 |

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| --- | --- | --- | --- |
| Title of Job applied for  申請職位名稱 | Division  部門 | Expected salary  期望薪酬 | Date available  可就職日期 |

1. **Personal Particulars　個人資料**

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| --- | --- | --- |
| Surname姓氏 | Other Names名字 | Name in Chinese中文姓名 |
| Correspondence Address  通訊地址 | | Telephone No.電話號碼 |
| Other Telephone No.其他聯絡電話 |
| Hong Kong Identity Card No.  香港身份證號碼 | | Date of Birth 出生日期  (DD/MM/YYYY 日/月/年) |

1. **Education & Training (in chronological order)　教育及訓練﹙順序列出﹚**

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| --- | --- | --- | --- |
| Dates (month/year)  就讀日期﹙月／年﹚ | | Institution of Learning/Training  就讀學校／訓練機構 | Classes attended/attending  就讀班級 |
| From　由 | To　至 |
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1. **Professional Qualification　專業資格**

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| --- | --- | --- | --- |
| Professional Qualification held  持有專業資格 | Full name of issuing authority  頒發機構全名 | Level attained  所達程度 | Date obtained (month/year)  頒授日期﹙月／年﹚ |
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1. **Working Experience (in chronological order)　工作經驗﹙順序列出﹚**

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| --- | --- | --- | --- | --- | --- |
| Dates (month/year) | | Name & address of Employer  工作機構及地址 | Full time全職 | Part time兼職 | Post and Job Description  職位及工作簡述 |
| From由 | To至 |
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1. **Other Skills　其他技能**

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**F. Two Referees** (including your present employer or the most recent employer if your are currently unemployed) who are able to comment on your suitability for the post applied.

**兩位諮詢人**﹙須包括申請人現時的僱主，如非在職，須填寫前僱主的資料﹚須對申請人是否

勝任應徵職位作出評議。

|  |  |  |  |
| --- | --- | --- | --- |
| Name  姓名 | Post Held and Employing Institution  職位及工作機構名稱 | Contact Address  地址 | Tel. No. (if available)  電話 |
|  |  |  |  |
|  |  |  |  |

The Settlement \*may/may not approach my present employer for a reference with my prior agreement.

福群會\*可以／不可以未經本人同意，向本人現時的僱主諮詢。

**G. Declaration 聲明**

I hereby declare that I have \*relatives (name of relatives: ) / no relatives working in St. James’ Settlement.

本人在此聲明：本人 \*有 (親屬姓名： ) / 沒有 親屬在聖雅各福群會任 職。

I understand that if I give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of St. James’ Settlement.

本人明白倘若虛報資料或隱瞞重要事實，即使已獲聖雅各福群會錄用，亦有被解僱的可能。

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

\* Please delete whichever is not applicable.　請刪去不適者

# The applicant MUST present his/her HKID, academic documents and reference letters issued by ex-employer to the Settlement.　申請者必須出示其香港身份證、有關學歷及工作證明文件。