



救世軍 港澳地域
The Salvation Army
Hong Kong and Macau Territory

CONFIDENTIAL 機 密

Application for Employment
職位申請表

A. Position Applied 申請職位

Position applied 申請職位		Department/ Unit 部門/ 單位
Expected Salary 期望薪金	Date Available 可履職日期	How do you know about this vacancy? 閣下如何得悉此職位空缺?

B. Personal Particulars 個人資料

Name (in block letters) 姓名 (正楷填寫)	English (英文)	Chinese (中文)
(Surname 姓)		(First Name 名字)
HKID Card/ Passport No.* (specify country of issue) 香港身份證/ 護照號碼* (請註明證件簽發國家)		Date of Birth (dd/ mm/ yyyy) 出生日期 (日/ 月/ 年)

Residential Address 住宅地址	English (英文)
	Chinese (中文)

Contact Tel. No. 聯絡電話	Residential Tel. No. 住宅電話	Email Address 電郵
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Are you a permanent resident of the Hong Kong Special Administrative Region?
閣下是否香港特別行政區之永久居民? ☐ Yes 是 ☐ No 否

C. Academic Qualifications 學歷

From (mm/ yy) 由 (月/ 年)	To (mm/ yy) 至 (月/ 年)	Name of Institution 院校名稱	Full/ Part-time 全日/ 兼讀制	Grade/ Qualification Obtained 所獲資格

D. Professional Qualifications (if applicable) 專業資格 (如適用)

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

E. Language and Skills (state level of ability, e.g. IELTS) 語言及技能 (請註明語言能力程度, 如 國際英語水平測試)

G = Good 好 F = Fair 普通 P = Poor 劣	Writing 書寫	Speaking 會話	Computer Knowledge 電腦知識
English 英文			
Chinese 中文		Cantonese 粵語 Mandarin 國語	
Others 其他			
Type of Valid Licence/ Registration Held (if applicable) 持有效之執照 (如適用)			Valid Until 有效期至
Other Skills (please specify) 其他技能 (請註明)			

F. Social/ Volunteer Activities in School/ Community 校內或社區之社會活動或義務工作

From 由	To 至	School/ Community 學校/ 社區	Nature of Activities 活動性質

* Delete if inappropriate 刪去不適用者

G. Work Experience (In reverse chronological order) 工作經驗 (由現在或最近之工作開始)

Date (mm/yy) 任職日期 (月/年)		Employer 任職機構	Position 職位	Brief Description of Duties 工作概要	Last Salary 最後薪酬	Reasons for Leaving 離職原因
From 由	To 至					

H. Referees 諮詢人

(at least one of the referees should have knowledge of your current or last work 其中一個諮詢人須能就閣下現任或最後的工作表現下評論)

Name 姓名	Position 職位	Name and Address of Organization 機構名稱及地址	Contact No. 聯絡電話

I. Other Information (Mandatory) 其他資料 (必須填寫)

Do you have any family members/ relatives/ friends working in the Army? 閣下是否有家屬或親友於本軍工作？

☐ No 否
☐ Yes (please specify his/ her name, relationship and department/ Unit) 是 (請註明其姓名、關係及所屬部門/ 單位)

Have you ever been employed by the Army? 閣下曾否於本軍工作？

☐ No 否
☐ Yes (please specify employment period, position and department/Unit) 是 (請註明任職日期、職位及所屬部門/ 單位)

Would you have other part-time employment(s) when working for the Army? 在本軍工作期間閣下會否有其他兼職工作？

☐ No 否
☐ Yes (please provide details) 會 (請提供詳情)

Company Name/ Position 公司/ 職位

Income 收入 (HK\$ 港幣)

J. Personal Information Collection Statement 收集個人資料聲明

1. The Salvation Army, as data user, respects the privacy of personal data.

作為資料使用者，救世軍尊重個人資料私隱。

2. The personal data submitted by job applicants will be used for recruitment and other employment related purposes. It will be accessible to parties authorized to process the said matters.

求職者遞交的個人資料，將用作招聘及其他與聘用相關的用途。獲授權人士可為處理上述事宜查閱這些資料。

3. Completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of the application.

求職者必須填妥申請表的所有項目，以作甄選用途。如未能提供這些資料，或會影響申請程序和結果。

4. Information of unsuccessful applicants will not be kept for more than two years after completion of the recruitment process. Should similar vacancies in The Salvation Army arise during the said period, this application may be transferred to another recruiting unit for consideration of employment. For successful applications, information will be transferred to employee record and further used by The Salvation Army for employment related purposes.

未獲取錄申請人的個人資料，將保存至招聘程序完成後不多於兩年。在上述期間，如救世軍出現類似的空缺，此申請或會轉交另一招聘單位作招聘考慮。成功申請者的個人資料將轉送至僱員記錄，供救世軍用於聘用相關的用途。

5. All reasonably practical steps will be taken to ensure that personal data held is protected against unauthorised or accidental access, processing, erasure or other use.

本軍將採取所有合理可行的步驟，確保管有的個人資料受到保護，免受未獲授權或意外取閱、處理、刪除或被使用於其他用途。

6. An applicant has right to request access to, and/or correction of his/her personal data in relation to the application. For such request, please send a written request to the Social Services Department – Human Resources, The Salvation Army, 11 Wing Sing Lane, Yaumatei, Kowloon, H.K. The Salvation Army may charge a reasonable fee for the costs related to the data access request.

申請人有權就其申請，要求查閱及/或修改其個人資料。有關請求請以書面方式提交至香港九龍油麻地永星里 11 號救世軍社會服務部 – 人力資源。救世軍可就查閱資料的申請收取合理費用。

K. Declaration 聲明

I am aware that should I provide any false information intentionally or withhold any material information, The Salvation Army has every right to rescind any verbal / written offer of employment and I shall render myself liable to immediate dismissal, if engaged.

本人明白倘若故意虛報資料或隱瞞任何相關資料，救世軍可取消已發出之口頭或書面聘約，或縱使本人已獲聘任仍會被解僱。

I agree and authorize The Salvation Army to use and transfer my personal data to the parties mentioned above for handling my employment related matters.

本人同意並授權救世軍使用本人的個人資料及轉送予上述各方，以處理本人聘用相關事宜。

Signature of Applicant

申請人簽署

Date

日期