基督教香港信義會社會服務部
Evangelical Lutheran Church Social Service – Hong Kong

填寫前請參閱附件申請人須知及政策聲明 **Please read the notes and policy statement before completing this form**

申請職位 Post Applied for	職位編號 Reference Code

I. 個人資料 Personal Particulars

姓名（英文）Name (English)	姓名（中文）Name (Chinese)
香港身份證/護照號碼 HKID / Passport No.	出生日期 Date of Birth
通訊地址 Correspondence Address	
電郵地址 Email Address	聯絡電話 Contact Telephone No.

II. 學歷（請由最近期資料順序列出）Qualifications (Please state from the most recent information)

就讀日期（月/年）Period (month / year) 由 From	至 To	就讀學校名稱 Name of School Attended / Attending	已獲取/將獲取學歷 Qualifications Obtained / to be Obtained

III. 其他訓練/專業資格（請由最近期資料順序列出）Other Training / Professional Qualifications (Please state from the most recent information)

日期 Period	機構 Organization	所受訓練 Type of Training	所獲資格（如有）Qualification (if any)

IV. 工作經驗（可包括實習經驗，請由最近期資料順序列出）Employment History (Including fieldwork placement, please state from the most recent information)

期間 （月/年）Period (month / year) 由 From	至 To	公司/機構名稱 Name of Company / Organization	職位 Position Held	薪金 Salary	離職原因 Reason of Leaving

V. 其他技能 Other skills

VI. 機構任職之親屬 Connections
你有否認識現時於機構任職之親屬？ Do you know any relatives working in our Organization?
☐ 否 No
☐ 是 Yes：　　姓名 Name：＿＿＿＿＿　　現職 Current Position：＿＿＿＿＿　　關係 Relationship：＿＿＿＿＿

VII. 曾申請職位 Previously Applied Post
請列出你最近三個月曾申請機構之職位 Please state you have applied for the post(s) in our Organization in previously 3 months

職位 Post	日期 Date

VIII. 其他 Others

可上班日期 Expected Date of Availability	期望薪酬 Expected Salary
如願意此職位申請表轉移至機構其他服務單位，請在空格內加上✓ If you wish this form to be transferred to the other service units, please tick in the box	☐

IX. 諮詢人 Referees
（請提供能就你的工作能力及品格給予意見的兩位非近親人士的資料及聯絡方法，其中一位須為你前僱主。）
(Please state two persons who can comment on your capabilities and conduct. They must not be your next of kin and one of whom should be your ex-employer.)

姓名 Name	職業 Occupation	關係 Relationship	電話 Telephone No.	機構名稱及地址 Name and Address of Organization

X. 聲明 Declaration
1.　　本人已閱讀及明白　貴會之申請人須知。
　　　I confirm that I have read and understood the notes.

2.　　本人證明以上所述確實無訛。本人亦明白倘若故意提供虛假資料或隱瞞重要事實，即使已獲　貴會錄用，亦有可能會遭解僱。
　　　I declare that the information given in this application is correct to the best of my knowledge. I understand if I willfully give false information or withhold any material information, I shall render myself liable to dismissal even if I am appointed by the Organization.

3.　　本人現同意　貴會就上述目的將本人提供的資料披露予須知上所列的有關人士及機構，並同意　貴會在考慮本人的職位申請時，可向上述諮詢人查詢本人的工作及品格紀錄，而本人亦授權上述諮詢人向　貴會披露有關資料。
　　　I authorize the Organization to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) in the Notice, and I hereby give my consent to the Organization to obtain and the referee(s) listed above to release information regarding my employment and conduct for the consideration of my job application.

申請人簽署　　　　　　　　　　　申請人姓名　　　　　　　　　　　日期
Signature ＿＿＿＿＿＿＿＿　　　Name of applicant ＿＿＿＿＿＿＿＿　　　Date ＿＿＿＿＿＿＿＿

Ref: HO form/A1.3 (2015 年 7 月 1 日)

申請人須知 Notes to Applicant

1. 申請人須填妥申請表各項，並提供正確資料。如空位不敷填寫，可另紙書寫。
   Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, you may send in your particulars on a separate sheet of paper.
2. 申請人如未能提供全部所需的資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定的學歷、訓練、經驗或其他條件，或沒有在最後部份簽署，申請將不受理。
   Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirement specified for the job, or if you do not signify your consent in the last part of the form.
3. 獲安排面試的申請人將被要求出示申請表上列明獲頒發的文憑/證書或其他學歷證明文件的副本(尚待頒發文憑/證書者，請附上修業成績表副本)。請勿附上任何文憑/證書或其他學歷證明文件的正本。
   You will only be required to attach copies of your diplomas/certificates or other qualification documents (or transcripts pending availability of diplomas/certificates) to the application form during interviews. Do not attach any originals of diplomas/certificates or other qualification documents.

政策聲明 Policy Statements

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

1. 機構會將你提供的個人資料，作為有關你受僱/可能受僱於機構的用途。
   The personal data provided by you will be used by our Organization for purposes relating to your employment/prospective employment with our Organization.
2. 同時，請注意你的個人資料可能會被機構交予：
   i. 機構內的有關人士；
   ii. 需要該等資料作為你受僱或服務於機構的任何其他有關人等或機構；
   iii. 根據法例機構得按法例的要求及指明的用途和目的，提供該等資料予任何有關政府部門/適當的機構；或
   iv. 在法律容許或授權的情況下。
   Please also note that your personal data may be made available to:
   i. appropriate persons in our Organizations;
   ii. any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of services to our Organization;
   iii. any relevant government departments/appropriate authorities when our Organization is required to provide them under the relevant legislation for use for the purpose of that legislation; or
   iv. where permitted or authorized by law.
3. 機構將會在得到你的同意後，才使用你的個人資料作為其他目的。
   We will obtain your consent before using your personal data for any other purposes.
4. 提交申請後，如欲更改或查詢個人資料，請循以下途徑：
   i. 於機構網頁 (www.elchk.org.hk/service) 下載相關表格，把填妥的表格發電郵至 pd@elchk.org.hk；
   ii. 郵寄填妥的表格至機構辦事處 (香港九龍窩打老道 50A 信義樓一字樓) 行政經理收；或
   iii. 親臨機構各服務單位提交申請；
   For access to or correction of the personal data after submission of the application form, you may:
   i. Download the application forms on our website (www.elchk.org.hk/service) and email the completed application forms to pd@elchk.org.hk;
   ii. Submit the completed application forms by mail to our Administration Manager (Address: 1/F, Lutheran Building, 50A Waterloo Road, Kowloon, Hong Kong); or
   iii. Submit the completed application forms in person to any of our Service Centres.

II. 平等機會聲明 Equal Opportunity Statement

機構為平等機會僱主，任可合乎聘請職位要求之人士，均歡迎申請。機構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、家庭崗位或宗教而受影響。
We are an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointment are based on the candidates' past working experience, competencies and qualifications regardless of their gender, age, race, disability, martial status, family status or religion.

以下供機構填寫

	第一次	第二次
面試日期		
整體表現 (包括：學歷、工作經驗、專長、應對能力、對工作之認識、誠意、儀容、談吐、態度等) 佔分(/100)	評語 得分( )	評語 得分( )
技能測試/筆試(如適用) 佔分(/100)	得分( )	得分( )
	總得分( )/名次( )	總得分( )/名次( )
跟進行動	☐ 安排第二次約見 ☐ 聘請及安排入職 ☐ 通知申請人落選	☐ 聘請及安排入職 ☐ 通知申請人落選
約見人簽署	(1) (2)	(1) (2)
職位	(1) (2)	(1) (2)
日期		

*註：面試總分為 **100**，按職位要求分配比例分數。