

職位申請表
JOB APPLICATION

申請職位
POSITION APPLIED FOR

英文姓名
NAME IN ENGLISH

中文姓名
NAME IN CHINESE

《收集個人資料聲明 - 招聘及僱用》 Personal Information Collection Statement - Recruitment & Employment

- (I) 在向扶康會（以下簡稱本機構）提供個人資料前，請細閱以下聲明。
Please read this statement carefully before you provide any personal data to the Fu Hong Society.
- (II) 本機構所收集的個人資料，將會用作招聘職位及員工僱用用途。請確保你所提供的個人資料是正確及完整，如果你所提供的資料不完整或錯誤，這將會直接影響你的職位申請或你受僱於扶康會的情況。
The personal data collected by Fu Hong Society will be use for purpose relating to your employment / prospective employment. Please make sure that all information you provided are true and complete, which will affect your employment / prospective employment in the Society.
- (III) 根據本機構的政策，求職者的資料將作招聘用途及絕對保密。求職者的個人資料會保留六個月，用作招聘活動，如六個月後未獲本機構聘用，其個人資料將會隨後銷毀。
It is our policy to treat all personal data collected in STRICTLY CONFIDENTIAL. Information of unsuccessful candidates will be retained for a period of six months for future recruitment purposes. It will be destroyed after six months if the applicant is not be selected.
- (IV) 若你已受僱於本機構，在有需要的情况下，你的個人資料將會轉交以下機構/人士，包括扶康會內的有關人士；為員工提供服務的機構；及任何有關政府部門及司法機構，在法例要求及指明用途和目的或授權的情况下。本機構的政策是在員工離職後仍保留員工的部份個人資料七年，以處理前員工僱傭事務或履行法定責任。
The personal data collected may be disclosed to the following parties:, including but not limited to any FHS staff responsible for or related to staff management, any agent, contractor, banker or other third party who engaged in contractual service on FHS behalf, any governmental or statutory institutions for compliance of any statutory requirement or law that binds Fu Hong Society
It is our policy to retain certain personal data of employees for seven years after leaving the Society. It is required for any residual employment-related activities in relation to a former employee or to fulfill statutory obligations.
- (V) 你如欲根據《個人資料（私隱）條例》，要求查閱和/或更改你的個人資料，請按以下方式將你的要求呈交本機構人力資源部辦理。
i. 職位申請者 -以書面方式郵寄至本機構人力資源經理（地址：九龍深水埗樂年花園保安道2號A地下）
ii. 員工 -填妥本機構的表格“查閱員工資料申請表”/“員工狀況更改表”
Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request of correction of, you personal data in relation to your job application or employment. Please make your request in writing and address to the Human Resources Department:
i. Job applicants - Send your request to Human Resources Manager: Fu Hong Society, G/F., 2A Po On Road, Cronin Garden, Shamshuipo, Kowloon, Hong Kong
ii. Employees - Complete the “Application form for employee’s data access request” and/or “Change of Personal Particulars Form.

申請詳情				
期望待遇 Expected Salary		可到職日期 Date of Availability		
I) 個人資料 Personal Particulars				
香港身份證號碼 (首個字母連 3 個數字) H.K.ID Card No. (First Letter with 3 Digits)		出生日期 Date of Birth		
聯絡電話 Contact Number		居住地區 Residential District		
性別 Gender	<input type="checkbox"/> 男 Male / <input type="checkbox"/> 女 Female			
II) 學歷及專業訓練 (按獲取學歷及專業訓練日期由近至遠排列) Education & Professional Training (in reverse chronological order)				
就讀日期(月/年) Month/Year		院校/訓練機構名稱 Name of school / institution	獲取資格/學歷 Qualification Obtained	頒發年份 Year of Award
由 From	至 To			
III) 專業資格 (按考獲資格日期由近至遠排列) Professional Qualifications/Memberships (in reverse chronological order)				
專業團體名稱 Name of Professional body		所獲專業資格 Qualification/Membership Obtained		頒發年份 Year of Award
IV) 工作經驗(由最近之職位開始) Employment History (in reverse chronological order)				
日期(月/年) Month/Year		機構名稱 Name of Employer	最後職位 Last Position	最後薪金 Last Salary
由 From	至 To			

V) 其他資料 Other Information

請詳列與此應徵職位有關之其他專長，如通曉語言、電腦軟件應用等。

Please state any other relevant skills which will support your application, e.g.: language proficiency, computer skills etc....

諮詢人 Referees

本會將可能直接向下列諮詢人查詢，請閣下先行知會諮詢人。(諮詢人必須為非近親)

The Society may approach the referees below whenever necessary for reference. Please inform your referees that such consent has been given by you. The referees should not be relatives.

諮詢人 Name of Referees	關係 Relation	電話 / 電郵 Contact No. / Email Address

其他 Others

1. 閣下曾否有性罪行刑事紀錄 Have you been convicted of sexual offences?	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No <input type="checkbox"/> 特別情況 Other Situation (備註 Remarks: _____)
2. 閣下如何得悉該職位空缺 How did you learn about the vacancy?	<input type="checkbox"/> 明報 JUMP <input type="checkbox"/> JobsDB <input type="checkbox"/> CTgoodjobs <input type="checkbox"/> 街招 leaflet <input type="checkbox"/> 機構網頁 Society Website <input type="checkbox"/> 勞工處 Labor Department <input type="checkbox"/> 朋友介紹 Friends _____ <input type="checkbox"/> 其他 Others _____
3. 過去 12 個月，你曾否為扶康會任何單位提供外判服務？ In the past 12 months, did you provide any outsource service to any service unit of Fu Hong Society?	<input type="checkbox"/> 有 Yes (請註明服務單位及時段 Please specify service unit and period: _____) <input type="checkbox"/> 沒有 No
4. 如本會有其他合適空缺，本人同意將是次職位申請資料轉移至機構內其他服務單位。 If there is any other vacancy in the Society, I agree to transfer my application to other service unit.	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
(如申請司機職位，請回答以下問題 If you applied for Driver post, please answer below question) 5. 過去 24 個月，你曾否因違反交通規例而被違例駕駛記分？ In the past 24 months, did you have any deduction record on your driving-offence point?	<input type="checkbox"/> 是 Yes (請註明記分記錄 Please specify deduction record: _____) <input type="checkbox"/> 否 No

聲明 Declaration

茲聲明 本人已細閱《收集個人資料聲明-招聘及僱用》。據本人所知，以上所填報之一切資料均屬詳盡確實。如獲聘任，本人將提供有關招聘文件之正本予貴會查核。本人明白倘若故意虛報資料或隱瞞事實，貴會可取消已發出的聘約，或縱使本人已獲聘任仍可遭解僱。

I have read the personal information collection statement pertaining to recruitment. I declare that to the best of my knowledge and belief, the information given above is true and complete. I will produce the original copies of all relevant documents required by the Society. I understand that if I knowingly give false information or withhold any material information, the Society has the right to rescind any offer of appointment and I shall render myself liable to dismissal if I eventually appointed by the Society.

Signature 簽署：		Date 日期：	
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查詢學歷及受僱資料同意書

Letter of Consent for Qualifications & Reference Check

有關本人申請扶康會職位一事，本人同意扶康會查詢有關本人之學歷及受僱資料，本人明白所提供資料將會受到保密處理。閣下就此提供協助，至為感銘，謹此致謝。

In connection with my application for a position with Fu Hong Society (the Society), I hereby give my consent to the Society to have access to any of my relevant qualifications and employment information and trust that all such information acquired will be treated in confidence. Please render your assistance as far as you can and thank you in advance for your help.

簽署

Signature: _____

姓名

Name: _____

香港身份證號碼

(首個字母連 3 個數字)

H.K.ID Card No.

(First Letter with 3 Digits): _____

日期

Date : _____