

職位申請表

Post Applied 申請職位		Other Post(s) Applied 其他申請職位		Department 部門	
<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Miss 小姐		Name of Applicant (In English)/申請人姓名(英文)		Name of Applicant (In Chinese)/申請人姓名(中文)	
Sex 性別		Nationality 國籍		Language & Dialects 語言	
Date of Birth 出生日期		HK ID Card No. 身份證號碼			
M. Phone 電話		E-mail Address 電郵地址			
EDUCATION (Start from the latest) 學歷 (由最近開始)					
Name of Institution 學校名稱	Certificate / Diploma / Degree obtained 證書及頒發日期	Subjects taken 主修科目	Year 修讀年份		
			From 由	To 至	
Other Skills 其他技能：					
WORK EXPERIENCE (Start from the latest) 工作經驗 (由最近開始)					
Name of Firm / Employer 公司名稱或僱主名稱	Date 日期		Position 職位	Job Description 工作性質	Reasons for leaving 離職原因
	From 由	To 至			
Last Salary 最後薪金：			Expected Salary 期望薪金：		
Religion 宗教信仰：					
Date of reporting duty, if selected 如獲聘用，可入職之日期：					
Referees 諮詢人 (非親屬)	Name 姓名		Contact No. 聯絡電話		Relationship 關係

申請人聲明及授權 DECLARATION AND AUTHORIZATION BY APPLICANT

I authorize the Agency: 本人授權本處：(1) To retain my personal information for future recruitment purpose within the Agency 保留本人個人資料作日後招聘之用；(2) To retain and use my personal information for HR management purposes after report duty 入職後保留及運用本人資料作人力資源管理之用。

I declare that the above information and any attachment provided, to my best knowledge, is complete, correct, accurate and up-to-date in every detail. If there is any false information or dishonest answer, I understand that the Agency shall reserve the right to take any appropriate action(s). 本人聲明以上填報及附上之資料皆是本人所知的事實並全屬正確無誤。本人明白提供之資料如有虛報或不真確，本處有權保留或作出適當的行動。

申請人同意

Applicant's Consent:

簽署 Signature

日期 Date

FOR OFFICE USE ONLY

[備註：除部門主管級或以上的空缺，服務協調主任和部門主管可授權屬下職員參與面試和甄選合適人選。所有職位面試以兩級批核決定為原則。詳情請參閱人力資源手冊第二章“招聘及甄選政策和程序”。另負責面試職員不可處理同級的招聘。]

1st interview	Date:	Time:	Interviewers:								
Comments:											
<input type="checkbox"/> Recommended interview <input type="checkbox"/> Not recommended <input type="checkbox"/> Wait-list for (posts)											
2nd interview	Date:	Time:	Interviewers:								
Comments:											
<input type="checkbox"/> Recommended for appointment <input type="checkbox"/> Not recommended <input type="checkbox"/> Wait-listed											
<input checked="" type="checkbox"/> Comments from referees (2 referees preferable)											
<table border="1"> <thead> <tr> <th>Name of post:</th> <th>Grade:</th> <th>Unit:</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <input type="checkbox"/> New post: _____ Reasons for recruitment: _____ Source of funding: _____ Charged to: _____ (Acc. code) % of allocation: _____ </td> <td rowspan="2"> Proposed salary amt.: Salary of replaced staff: </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Name of replaced staff: _____ Source of Funding: _____ Charged to: _____ (Acc. code) % of allocation: _____ </td> </tr> </tbody> </table>				Name of post:	Grade:	Unit:	<input type="checkbox"/> New post: _____ Reasons for recruitment: _____ Source of funding: _____ Charged to: _____ (Acc. code) % of allocation: _____		Proposed salary amt.: Salary of replaced staff:	<input type="checkbox"/> Name of replaced staff: _____ Source of Funding: _____ Charged to: _____ (Acc. code) % of allocation: _____	
Name of post:	Grade:	Unit:									
<input type="checkbox"/> New post: _____ Reasons for recruitment: _____ Source of funding: _____ Charged to: _____ (Acc. code) % of allocation: _____		Proposed salary amt.: Salary of replaced staff:									
<input type="checkbox"/> Name of replaced staff: _____ Source of Funding: _____ Charged to: _____ (Acc. code) % of allocation: _____											
Date of appointment: _____ Probation period: from _____ till _____											
Expected name of service/unit written in contract (in Chinese):											
Other terms of employment:											
			No. of Weekly Working Hours: _____ hours								

■ **2 Levels of Authorization (兩級授權簽批) :**

程序職系(P1-P3)、一般職系(G1-G2)及支援職系(S1-S2)	獲授權職員(其職級最低為 SW1/N1/P3/G2) 簽署(姓名)/日期:	部門主管(其職級最低為 SW2/N2/N1) 簽署(姓名)/日期:
屬前線社工專業職系之(SW1-SW2)及社工以外專業職系(N1-N2)	部門主管/副校長(其職級最低為 SW2/N2/N1) 簽署(姓名)/日期:	服務總監/助理總幹事或屬 N2/SW3 職級的主管/校長 簽署(姓名)/日期:
屬管理層及部門主管職級之(SW2-SW3 及 N1-N2)	服務總監/助理總幹事及人力資源經理/校長 簽署(姓名)/日期:	助理總幹事/總幹事 簽署(姓名)/日期:
服務總監(M1)、人力資源經理(G3)及財務經理(G3)	助理總幹事 簽署(姓名)/日期:	總幹事 簽署(姓名)/日期:
助理總幹事(M2)/總幹事(M3)	執行委員會或其代表 簽署(姓名)/日期:	董事會或其代表 簽署(姓名)/日期: