



# HONG KONG SHENG KUNG HUI WELFARE COUNCIL LIMITED

## 香港聖公會福利協會有限公司

### APPLICATION FORM FOR EMPLOYMENT (for Program / Clerical / Admin. Staff)

### 職位申請表(程序/文書/行政同工)

**FOR OFFICE USE ONLY**

Reference No.:

申請編號:

(This form can be completed either in English or Chinese. Please read our Statement of personal data collection. To facilitate our communication, we will use your telephone no./ email address to handle pre-employment related issues. 這份表格可用英文或中文填寫, 填寫前請細閱本協會之收集個人資料聲明。為方便聯絡, 本協會會用電話 / 電郵處理入職相關手續。)

Photo

相片

Service Unit :

服務單位

Position applied for :

申請職位

## I. PERSONAL PARTICULARS 個人資料

Full Name in English : 英文姓名		Name in Chinese : 中文姓名	
Place of Birth : 出生地點	Sex : 性別	Date of Birth : 出生日期	DD / MM / YY 日 / 月 / 年
HKID / Passport No : 身份證 / 旅遊證件號碼	Marital Status : 婚姻狀況 **	<input type="checkbox"/> Single/單身 <input type="checkbox"/> Married/已婚 <input type="checkbox"/> Others/其他 : (請註明)	
Religion / Church : 宗教 / 所屬教會 **	Nationality : 國籍 **	Email Address : 電郵地址	
Mobile Phone / Contact Tel no. : 手提 / 日間聯絡電話	Residential Tel no. : 住宅電話		
Residential Address : 住址			

\*\* We are an Equal Opportunities Employer. The provision of this information is **voluntary** and is **no way** affecting your application. 本協會為提供平等就業機會之僱主。填寫此等資料仍屬個人願意, 填寫與否不會影響閣下之申請。

## II. ACADEMIC ATTAINMENT 學歷

Public Examination Results (in chronological order) 公開考試成績 (按考試日期順序列出)				Official Use Only
(Please provide details of the public examination results obtained.)				此欄只供有關部門填寫
Date Issued (Month/Year) 頒發日期 (月/年)	Public Examination (e.g. Hong Kong Certificate of Education Examination) 公開考試 (例如: 香港中學會考)	Subjects Passed and Level Attained* (e.g. Chin Lang (E), Eng Lang (Syl. B)(C)) 及格科目及成績* (例如: 中國語文(E)、英國語文(課程乙)(C))	Checked by	

\* 申請人在填寫香港高級程度會考成績時, 請列明及格科目為高級程度或高級補充程度。  
Please specify whether the subjects passed in the Hong Kong Advanced Level Examination, if any, are of Advanced Level or Advanced Supplementary Level.

Education (in chronological order) 就學詳情 (按考試日期順序列出)					Official Use Only
Schools, Colleges, Universities, etc. Attended/Attending 曾經/現正就讀的學校、學院、大學	Date (Month/Year) 日期(月/年)		Class/Program Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1-7; Bachelor of Arts (Honours) - Second Class Div I (Major: Geography, Minor: History)) 就讀的班級/課程及已獲取/將獲取的學歷 (例如: 中一至中七; 榮譽文學士 - 二級榮譽甲等(主修: 地理、副修: 歷史))	Mode of Attendance (e.g. Full-time/Part-time, on Campus, Distance Learning, etc.) 上課方式 (例如: 當地院校全日/兼讀制、遙距授課等)	Checked by
	From 由	To 至			

Professional Qualifications (in chronological order) 專業資格 (按考試日期順序列出)				Official Use Only 此欄只供有關部門填寫
Professional Qualifications 持有的專業資格	Full Name of Issuing Authority 頒發機構全名	Level Attained/to be Attained 已達到/將達到的程度	Date Obtained/to be Obtained (Day/Month/Year) 及獲取/將獲取資格的日期(日/月/年)	Checked by

### III. WORKING EXPERIENCE 工作經驗

Present / Last Employment 現時 / 最後工作經驗				Official Use Only 此欄只供有關部門填寫
Name of Employer : 公司 / 機構名稱				Checked by
Business Address : 公司 / 機構地址				
Nature of Business : 業務性質		Phone No. : 電話		Checked by
Starting Position : 入職時職位		Starting Salary : 入職時薪金		
Present / Last Position : 現時 / 最後職位		Present / Last Salary : 現時 / 最後薪金		
Employment Period : 僱用期間	_____ / _____ to _____ / _____ MM YY MM YY			
Report to : 直屬上司				(Title of Immediate Supervisor)
Main Responsibilities : 主要職務				
Reason(s) for leaving : 離職原因				

Previous Employment 以往工作經驗 (in chronological order 請以任職先後次序列出)					Official Use Only 此欄只供有關部門填寫		
Employment Period 僱用期間	Name of Employer 公司 / 機構名稱	Position (職位)		Salary (薪金)		Reason(s) for leaving 離職原因	Checked by
From (MM/YY)		To (MM/YY)	Starting 入職時	Last 最後	Starting 入職時		

### IV. OTHER KNOWLEDGE AND SKILLS 其他技能

Language Ability 語文能力				
Language Spoken : 語言能力	Cantonese 廣東話 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	English 英語 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	Putonghua 普通話 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	Others _____ 其他 _____ 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )
Language Written : 書寫能力	Chinese 中文 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	English 英文 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	Others _____ 其他 _____ 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )	Others _____ 其他 _____ 優 Excellent ( ) 良 Good ( ) 常 Average ( ) 劣 Poor ( )
Other Skills 其他技能				
Typing 打字 :	English 英文 ( ) wpm 字/每分鐘		Chinese 中文 ( ) wpm 字/每分鐘	
Computer Application (電腦) :				
Others (其他) :				

Date Available 可到職日期 :	Expected Salary 要求薪金 :
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## V. OTHER INFORMATION 其他資料

1. State the name of the clubs, societies, organizations or voluntary services you have joined: 現時 / 曾參與之社團活動 / 義務工作 : \_\_\_\_\_
2. Do you have relative(s) working in this Council? If yes, please specify name(s). 是否有親屬曾/現於本協會工作? 如有, 請詳列其姓名。 \_\_\_\_\_
3. Do you have any previous record(s) of criminal offence, or whether you are involved in any ongoing criminal proceedings or investigations including but not limited to arrest or apprehension by the police? If yes, please give details. 曾否有任何刑事紀錄或涉及任何在進行中的刑事訴訟或調查, 包括但不限於被警方逮捕或拘捕? 如有, 請列明詳情。 \_\_\_\_\_
4. Do you have any application or renewal of registration been refused / cancelled, or whether you are being investigated by the related institutions or professional associations and organizations over professional misconduct allegations or whether you received any reprimand/warning/advisory letter? If yes, please give details. 曾否遭拒絕/取消專業執照註冊或續期申請, 或是否正被相關機構或專業團體調查有關專業失德的指控, 或遭發出譴責/警告/勸喻信? 如有, 請列明詳情。 \_\_\_\_\_
5. Do you receive any extra income, including but not limited to severance payment, termination payment, work-related injury compensation, etc? If yes, please give details. 曾否接受僱主發放額外收入, 包括但不限於遣散費、解僱補償、工傷補償等? 如有, 請列明詳情。 \_\_\_\_\_
6. How did you learn about this position? 你如何得知有此職位空缺?  
( ) The Media, please specify : \_\_\_\_\_ ( ) Relatives / Friends, please specify : \_\_\_\_\_ ( ) Others, please specify : \_\_\_\_\_  
報章 / 雜誌 / 其他, 請列明 : \_\_\_\_\_ 親屬 / 朋友介紹, 請列明 : \_\_\_\_\_ 其他途徑, 請列明 : \_\_\_\_\_

## VI. OPTIONAL 可選擇填寫 (We are an Equal Opportunities Employer. The provision of this information is voluntary and all information collected is solely for reference and statistical analysis purpose, and will not be the critical assessment factor. 本協會為提供平等就業機會之僱主。填寫此等資料仍屬個人願意, 所搜集的資料只供參考及統計用途, 並非甄別申請人符合職位之主要準則。)

1. Do you need any special working arrangement? If yes, please specify the reason or the nature of disability, degree of disability and requirement. 如果你在工作上需要協會提供特別的安排, 請註明原因或殘疾性質、殘疾程度及有關需要。 \_\_\_\_\_
2. Other personal particulars and experience which you consider useful to support your application: 其他對所申請職位有關之個人資料及經驗 : \_\_\_\_\_

## VII. CAREER ASPIRATIONS 事業發展期望 (Please provide a brief description of your career aspirations. 請簡單描述個人事業發展期望。)

## VIII. REFERENCES 諮詢人 (Please name two referees who should not be your relatives, and at least one of them should be your current or recent employer whom you have served for a substantial period 兩位諮詢人必須為非親屬人士, 及其中至少一位需為申請人之現職或近期僱主。)

Name 姓名	Relationship (e.g. Supervisor / Lecturer) 關係 (例如: 上司 / 老師)	Occupation 職業	Email Address 電郵地址	Contact Phone No. 聯絡電話

## IX. DECLARATION 聲明

I declare that all or any of the information given above ("the Information") is true and accurate. I hereby authorize Hong Kong Sheng Kung Hui Welfare Council Limited to release the Information or obtain from others my personal information as may be required for the assessment of my application. On completion of this form, I understand that if I willfully give any false information or withhold any information in this application form, or fail to notify forthwith the Council any subsequent change thereof, it will render me liable to immediate disqualification for appointment or termination of employment, if already employed by the Council. 本人聲明以上所有提供之資料均屬真確及準確, 本人謹此授權香港聖公會福利協會有限公司就評核本人申請及聘用方面, 向相關機構/人士透露及索取本人資料。本人並明白倘若本人故意虛報資料或隱瞞事實, 或未有在資料變更後儘快通知本協會, 本協會將不會考慮本人之申請, 即使已獲本協會聘錄, 亦可被立即終止聘用。

Name (in Block Letter) : 申請人姓名 (正楷)	Signature : 申請人簽署
HKID No. : 身份證號碼	Date 日期