



香港明愛
Caritas – Hong Kong
職位申請表
Employment Application Form

密件
Confidential

申請職位： Position Applied :	期望薪金： Expected Salary :
知悉此職位之來源 / Source of Information about the Position: (請在適當之方格內“√” Please tick the appropriate box)	
<input type="checkbox"/> 報章 Newspaper (報章名稱 name of newspaper _____) <input type="checkbox"/> 親友介紹 Referral (親友姓名 _____)	
<input type="checkbox"/> 求職網 Job Site (網站名稱 name of site _____) <input type="checkbox"/> 其它 Other : _____	

個人資料 PERSONAL PARTICULARS

英文姓名 Name in English		中文姓名 Name in Chinese	
性別：男 / 女* Sex : Male / Female*	出生日期 Date of Birth	香港身份證號碼/護照號碼 (首 4 個字母及數字) HK Identity Card / Passport No. (first 4 digit)	宗教 (自由提供) Religion (Optional)
電郵地址 Email Address		聯絡電話 Contact Tel. No.	
住址(中文)			
Residential Address (English)			

* 將不適用者刪去 Delete as appropriate

學歷 (按日期先後填寫) EDUCATION (in chronological order)

就讀 小學 / 中學 / 專上學院 / 大學 School / College / University Attended	月/年 至 月/年 mm/yy To mm/yy	獲得之學術 / 專業資格 Academic / Professional Qualification Acquired

其他訓練 OTHER TRAINING

學院 / 舉辦團體 Institution / Organizer	日期 Period	所受訓練 Type of Training	所獲資格 (如有) Qualification (if any)

語言和技能 LANGUAGE & SKILLS

Languages & Dialects Spoken 所操語言及方言	
Computer Software 電腦軟件	
Others 其它	

過去工作紀錄 (按日期先後填寫) / EMPLOYMENT HISTORY (in chronological order)

(如曾於香港明愛工作，必須填寫有關資料。 /

You must state your employment information if you have worked for Caritas-HK in the past)

公司名稱及地址 Name of Company & Address	職位 Position Held	受僱期間 Period of Employment	離職理由 Reason for leaving
		至 to	
		至 to	
		至 to	
		至 to	
		至 to	

現職或最後一份工作之薪酬資料 / Remuneration Package of Latest Employment

港幣 _____ x _____ 個月 / 年 HK\$ _____ x _____ months / year	增薪日期 Date of Last Salary Revision	花紅或其他津貼 (請註明) Bonus / Other Allowances (please specify)
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諮詢人 (不包括親屬) / REFERENCES (Relatives should not be included)

諮詢人姓名 Name of Referee	職業 Occupation	聯絡地址 Correspondence Address	電話 Telephone Number

其他資料 OTHER INFORMATION

可到職日期 Date available for employment _____
其他 (接種新冠疫苗數目: _____) Other (No. of COVID-19 vaccine jab taken: _____)

茲聲明:

- 本人在香港或其他地方曾 / 不曾*被裁定觸犯罪行 / 性罪行* (*請刪去不適用者); 及
- 本人所填報之資料乃本人自願提供並正確無訛。

本人授權香港明愛在有需要時查核有關資料。本人明白虛報或隱瞞資料可導致明愛不考慮本人的申請或遭受撤職處分，而不會獲得任何賠償。本人明瞭上述資料只用作辦理與本人申請香港明愛工作有關的事宜。

I hereby declare that

- I **have/have not*** been convicted of any **offence / sexual offence*** in Hong Kong or elsewhere (*please delete as appropriate); and
- The information given above is submitted voluntarily and is true and complete.

I authorize Caritas - Hong Kong to verify any of the information given herein whenever required. I understand that misrepresentation or omission of any material information may lead to Caritas - Hong Kong not consider my application or lead to dismissal without any compensation. I understand that the above information will be used solely for purposes relating to my application for employment with Caritas - Hong Kong.

簽名

日期

Signature _____

Date _____

辦事處專用 FOR OFFICE USE ONLY

註 Note: 未獲取錄的申請人的個人資料，會在有關招聘程序完結後 12 個月被銷毀。The personal data of unsuccessful applicants will be disposed of 12 months after completion of the relevant recruitment exercises.