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| logo_pos_407x113 | **職 位 申 請 表**  **Job Application Form** | **POS-HR-102** (Version：2023-02)  (版本 ：2023-02) |

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| Notes: | (1) | Please complete every item in block letters. If applying via email, you can leave the signature for “Declaration” until being invited for an interview. | | | | |
| 備註 |  | 請用正楷填寫各項。如以電郵方式申請，申請人可無須簽署後頁「聲明」的部份，直至獲邀面試時才補回簽署。 | | | | |
|  | (2) | Information provided will be used for recruitment purpose only and in accordance with the Code of Practice on Human Resource Management issued by the Office of the Privacy Commissioner for Personal Data. It may be disclosed to the designated staff members of Hong Kong Christian Service Pui Oi School responsible and authorized to process the information for purpose relating to recruitment and appointment. The information collected may also be disclosed to such person or organization for purpose of verifying the accuracy of the information provided by the applicant. | | | | |
|  |  | 申請人所提供的資料只會用於招聘用途及按個人資料私隱專員公署制訂的人力資源管理實務守則處理。提供的資料會發放給處理招聘事宜之授權職員。為核實申請人所提供的資料的準確性，收集的資料亦可能會披露予有關人士或機構。 | | | | |
|  | (3) | You should provide all information as requested and your statements should be clear that you have the minimum qualifications, training, experience or other requirements specified for the job. You should also provide the proofs of your statements. | | | | |
|  |  | 申請人必須提供所需的所有資料，和所填寫的資料須清楚顯示申請人具有職位所規定最基本的學歷、訓練、經驗或其他條件，並能出示證明文件的正本。 | | | | |
|  | (4) | For correction of or access to personal data after submission of this application, please contact the supervisor as specified in the vacancy advertisement, a reasonable fee may be charged to you for processing any data access request. | | | | |
|  |  | 提交申請表後，如欲更改或查詢個人資料，請和職位空缺廣告內列出的負責人聯絡，本校可能為此向閣下收取合理費用。 | | | | |
|  | (5) | If this application is not successful, Hong Kong Christian Service Pui Oi School may retain your personal data for a maximum period of one year from the date of rejection of job application. | | | | |
|  |  | 如職位申請不獲接納，本校亦會保存申請人的個人資料最多為不獲接納日期起計一年。 | | | | |
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| Position Applied  申請職位名稱 | | | Ref. No.  參考編號 | | | |
| Please indicate if you had been, are or will be employed at Hong Kong Christian Service Pui Oi School. If yes, please provide details. | | | | | | |
| 請註明申請人是否於過去、現時或將會在本校任職，如是，請註明詳情：  Position職位 | | | | 否  是 (請提供以下資料)  Employment Period  任職時段 | | |
| If any relative is/was employed by Hong Kong Christian Service Pui Oi School, please state:  如有任何親屬現正或曾經在本校工作，請說明：  Name姓名 Position / Department 職位/部門  Employment Period 任職時段 Relationship 關係 | | | | | | |
| If you do not wish to transfer this form to the other services units of School Sponsoring Body, please tick in the box.  如申請人不願意這職位申請表轉移至機構辦學團體的其他服務單位，請在□加X | | | | |  |  |

Personal Particulars 個人資料

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| Name in English 英文姓名  (姓氏Surname) (名字Other Name) | Name in Chinese中文姓名 | |
| HK Identity Card/Passport Number  香港身份證號碼/護照號碼 | Sex  性別 | Date of Birth  出生日期 |
| Correspondence Address通訊地址 | Contact Number聯絡電話 | |

Academic Qualifications (Please start with the present or latest qualification attained) 學歷 (請由現在或最近之學歷開始)

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| --- | --- | --- | --- |
| Schools, Colleges, Universities, etc. attended / attending | Period (Month/Year)  就讀日期(月/年) | | Academic Qualifications attained /  to be attained  已/將獲取的學歷 |
| 曾經/現正就讀的學校、學院和大學 | From 由 | To至 |
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Public Examination Results (Please start with the latest results) 公開考試成績 (請由最近的成績開始)

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| Issuing Authority 頒發機構  (e.g. Hong Kong Exam & Assessment Authority 香港考試及評核局) | Date Issued (Mth/Yr)  獲取日期 (月/年) | Public Examination 公開考試  (e.g. Hong Kong Diploma of Secondary Education Exam) | Subjects and results attained 科目及成績  (e.g. Chin Lang (4), Eng Lang (Syl B) (C), Image Design (Attained) |
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Professional Qualifications / Memberships (Please start with the latest qualification attained) 專業資格 (請由最近獲取的專業資格開始)

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| --- | --- | --- |
| Institute / Association  機構/組織 | Year of Attainment  獲取日期 | Professional Qualifications / Memberships Attained  已獲取的專業資格 |
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Revised by Hong Kong Christian Service Pui Oi School (POS-HR-102\_202302) Page 1 of 2

香港基督教服務處培愛學校修訂(POS-HR-102\_202302) 第1頁，共2頁

Employment record (Please start with the present or latest employment) 工作經驗 (請由現在或最近之工作經驗開始）

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| --- | --- | --- | --- |
| Name of Firms/Agency | Position held | Dates (Day/Month/Year) 日期(日/月/年) | |
| 公司／機構名稱 | 職位 | From 由 | To至 |
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Fieldwork Placement (Please start with the latest fieldwork placement) (if any) 實習詳情 (請由最近的實習詳情開始) (如有)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Agency | Nature of work | Fieldwork Supervisor | Dates (Month/Year) 日期(月/年) | |
| 機構名稱 | 工作性質 | 實習導師 | From 由 | To至 |
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Voluntary Service 義務工作／社團經驗

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| Name of Agency | Nature of work | Dates (Month/Year) 日期(月/年) | |
| 機構名稱 | 工作性質 | From 由 | To至 |
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| Other Skills and Techniques其他技術或特長 |

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| Why do you choose to apply for employment with Hong Kong Christian Service Pui Oi School?  為何選擇申請香港基督教服務處培愛學校的職位？ |

Referee (Either one should be your immediate supervisor(if any); another one should be acquainted with your working history/character)\*

諮詢人 (其中一名須為申請人的直屬上司(如有);另一位為熟識你工作背景/性格的人)\*

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| --- | --- | --- | --- |
| Name 姓名 | Relations 關係 | Name of Organization機構名稱 | Telephone No. 電話 |
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\* I confirm that I have obtained the prior consent of the reference for his/her name to be used. 本人證實已事先獲得諮詢人的同意，可使用其姓名。

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| Current / Last Salary (Please provide proof)  現時/離職前薪金(請提供證明) | Expected Salary  薪金要求 | Availability  可到職日期 |
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Declaration 聲明

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| --- | --- | --- | --- | --- | --- |
| I declare that the information given above is correct. I understand that if I willfully give any false information, or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of Hong Kong Christian Service Pui Oi School.  本人證明以上所報資料屬實。若有故意虛報或隱瞞事實，即使已獲香港基督教服務處培愛學校錄用，亦有遭解僱的可能。 | | | | | |
| Signature of Applicant： |  |  | Date： |  |  |
| 申請人簽署： |  |  | 日期： |  |  |
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Revised by Hong Kong Christian Service Pui Oi School (POS-HR-102\_202302) Page 2 of 2

香港基督教服務處培愛學校修訂(POS-HR-102\_202302) 第2頁，共2頁