



匡智會  
Hong Chi Association

JOB APPLICATION FORM (Page 1 of 3)

職位申請表格

(For Non-School Positions 非學校職位)

Note: The information provided will be used for appointment and other employment-related purposes only.  
備註: 申請人提供的資料, 將用於本會招聘及其他與聘用有關的事宜上。

\*Please  whichever is applicable 請於適當位置

Position Applied for 申請職位		Project / Office 服務單位 / 部門	
<b>PERSONAL DATA 個人資料</b>			
First Name(in English) 名稱(英文) <input type="checkbox"/> Mr.先生/ <input type="checkbox"/> Mrs.夫人/ <input type="checkbox"/> Miss小姐/ <input type="checkbox"/> Ms.女士*		Last Name(in English) 姓氏(英文)	
Alias (in English) 英文名		Local Name 中文姓名	
Internal Reference			
Are you a holder of HK Permanent ID Card? 你是否持有香港永久性居民身份證?			
<input type="checkbox"/> Yes是		<input type="checkbox"/> No 否(Please provide the following Passport / Travel Document Information 請提供下列護照/旅行證件資料)	
Passport / Travel Document Number 護照/旅行證件號碼: _____			
Issuing Country 簽發國家: _____			
Issue Date 簽發日期(dd/mm/yy) (日/月/年): ____/____/____			
Expiry Date 屆滿日期(dd/mm/yy) (日/月/年): ____/____/____			
Home Address (in English) 住宅地址 (請以英文填寫)		Correspondence Address (if different) 通訊地址 (如與住宅地址不同)	
*Area 地區 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 _____		*Area 地區 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 _____	
Flat號/ Room室 _____		Flat號/ Room室 _____	
Floor樓 _____		Floor樓 _____	
Block座 _____		Block座 _____	
Name of Building/Estate 大廈/屋邨名稱 _____		Name of Building/Estate 大廈/屋邨名稱 _____	
No. & Name of Street 街道號碼及名稱 _____		No. & Name of Street 街道號碼及名稱 _____	
District地區 _____		District地區: _____	
Mobile No. 手提電話號碼	Residential Tel No. 住宅電話號碼		Email 電郵



**JOB APPLICATION FORM (Page 2 of 3)**

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<b>EDUCATION AND PROFESSIONAL TRAINING 學歷及專業訓練 (in chronological order) (請順序填寫)</b>						
Taken 由 (dd/mm/yy) (日/月/年)	Finished 至 (dd/mm/yy) (日/月/年)	Names of Institutes 院校／訓練機構名稱	Qualification Details Degrees, Diplomas or Certificates Obtained 所獲文憑，證書或學位	Disciplines or Courses 修讀科目	* HR Office Verify (☑/☐)	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
<b>PROFESSIONAL MEMBERSHIP 專業會籍 (in chronological order) (請順序填寫)</b>						
Taken 由 (dd/mm/yy) (日/月/年)	Finished 至 (dd/mm/yy) (日/月/年)	Names of Professional Body院校／訓練機構名稱	Professional Membership 專業會籍			
					<input type="checkbox"/>	
					<input type="checkbox"/>	
Scholarships, honours and awards 獎學金、榮譽及獎狀:						
<b>WORKING EXPERIENCE 工作經驗 (in reverse chronological order) (請先填最近時間者)</b> (Please attach separate sheets if space provided below is insufficient) (如以下提供的空位不足，請另加紙張填寫)						
Joined 由 (dd/mm/yy) (日/月/年)	Left 至 (dd/mm/yy) (日/月/年)	Organization 服務機構	Duties 職責	Leaving Reason 離職原因	<b>Official Usage</b> Relevant Exp. with Proof 相關經驗&證明(☑)	
		Position 職位			Head 主管	HR Office 人力資源部
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
Present / Last Salary: 現時 / 最後薪金:		Expected Salary: 要求薪金:		Year(s) of Relevant Experience: 相關經驗之年資:		
Head's proposed salary (if applicable) 主管建議薪酬(如適用):						
Human Resources Department proposed salary 人力資源部建議薪酬:						



**JOB APPLICATION FORM (Page 3 of 3)**

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<b>OTHERS 其他</b>	
Written Languages 能書寫文字	Spoken Languages & Dialects 能講語言及方言
Other abilities/skills 其他技能	
Experience with People with Intellectual Disabilities 曾參與智障人士之服務	
Volunteer Experience 曾參與之義務工作	
<p>Have you ever worked in the Association or units operated by the Association before? 有否曾於本會屬下單位工作?</p> <p><input type="checkbox"/> Yes 有 (If yes, please list out in "Working Experience" above. 如有, 請於上頁工作經驗一項列出。)</p> <p><input type="checkbox"/> No 否</p> <p>Do you have relative(s), friend(s) and / or referrer who is / are working in the Association or units operated by the Association? 是否有親屬 / 朋友 / 介紹人 在本會屬下單位工作?</p> <p><input type="checkbox"/> Yes 有</p> <p><input type="checkbox"/> No 否</p>	
Name 姓名: _____	Unit 單位: _____
Name 姓名: _____	Unit 單位: _____
Date Available To Assume Duty 可以履職日期 _____ (dd)日/ _____ (mm)月/ _____ (yy)年	
<p>1. Do you have any previous record(s) of disciplinary offence whilst in employment with your previous employer(s)? 你曾否在受僱於前僱主期間有違反紀律紀錄? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否</p> <p>2. If so, please give details. 如有, 請詳細說明。 _____</p> <p>3. I hereby declare that I have/have no* (delete as appropriate) prosecution records and/or criminal conviction records against the specified list of Sexual Conviction Record Check mechanism. (<a href="https://www.police.gov.hk/info/doc/src/Notes_to_Applicants_en.pdf">https://www.police.gov.hk/info/doc/src/Notes_to_Applicants_en.pdf</a>)</p> <p>本人僅此聲明我有/沒有*(刪除不適用者)任何被警方檢控或性罪行定罪紀錄查核的指明列表的刑事定罪紀錄。( <a href="https://www.police.gov.hk/info/doc/src/Notes_to_Applicants_tc.pdf">https://www.police.gov.hk/info/doc/src/Notes_to_Applicants_tc.pdf</a> )</p>	
<p>I declare and certify that the information given above is correct and complete to the best of my knowledge and belief.</p> <p>I understand and accept the condition that my employment can be summarily terminated without compensation if it is proven by Hong Chi Association that I have knowingly given false information.</p> <p>本人證明在申請表格上所填資料正確無訛, 如日後發現有任何虛構或捏造, 本人願意接受無償解僱。</p>	
Date 日期: _____	Signed 簽署: _____

*\*For Human Resources Office Use Only*

Form received by: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_  
Signature Initial