

Job Application Form

職位申請表

CONFIDENTIAL 機密

Personal Information Collection Statement for Job Applicants 有關收集職位申請者個人資料聲明

- 1) The personal data collected will be used for appointment and other employment related purpose, aimed at assesses your suitability to assume the job duties of the post which you applied. 申請人提供的資料將用於執行招聘及與其相關的聘用事宜上，目的是評估申請人是否適合擔任其申請職位。
- 2) The required personal data on the application form are regarded as mandatory for selection purposes, except for the personal particulars that is optional to fill in. Failure to provide these data may influence the processing and outcome of your application. 除可選擇性填寫資料外，申請表內的資料均屬於挑選合適入選者所必須考慮的要素。申請人如未能向本會提供足夠資料，將對其職位申請的處理及結果有所影響。
- 3) The personal data of applicant will be retained for future recruitment purpose of six months. All unsuccessful applicants' personal data will be destroyed immediately right after the abovesaid period. However, you may request for immediate destruction of data if you not wish them to be handled in the above way. 申請人的個人資料將被保留六個月作日後本會招聘用途。其後，所有未獲錄取的申請人資料會即時銷毀，不予保留。若申請人不希望本會將其個人資料作上述安排，可要求本會即時銷毀。
- 4) Under the Personal Data (Privacy) Ordinance, applicant have rights to request access to, and to request correction of, your personal data in related to your application. Any request for exercise these rights, please contact Human Resources Unit by post to L1, KEC Administrative Building, No. 2 Po Ning Lane, Hang Hau, Tseung Kwan O or emailed to hr@ucn.org.hk. 根據《個人資料(私隱)條例》，申請人可隨時要求查閱及改正職位申請表上所填報的個人資料。任何查閱或更正個人資料，請郵寄至將軍澳坑口寶寧里二號九龍東聯網行政樓一樓或電郵至 hr@ucn.org.hk 與人力資源科聯絡。

Post Applied 申請職位		Recent Photo* 近照
Expected Salary 要求薪金		
Date Available 可到職日期		
How did you learn about this vacancy? 從何得知此職位空缺	☐ Organization Webpage 機構網頁 ☐ Labour Department 勞工處 ☐ Others 其他：_____	

(I) Personal Particulars 個人資料

Name in English^ 英文姓名	Name in Chinese^ 中文姓名	
Sex* 性別	HKID Card/ Passport No. 香港身份證/護照號碼	
Date of Birth* 出生日期	Place of Birth* 出生地點	Nationality* 國籍
Residential Address 住址		
E-mail Address 電郵地址	Home Tel. No. 住宅電話號碼	Mobile 手提

^ Identical to HKID Card/ Passport 須與身份證明文件相同 *Optional 可選擇性填寫

(II) Academic Qualifications 學歷

Please state from the latest academic qualifications 請由現在或最近之學歷開始填寫

Period 時期		Name of Institutions 學校名稱	Mode of Study 修讀方式	Qualifications Attained/ To be Attained 已經/ 即將獲取的學歷
From 由 (MM/YYYY)	To 至 (MM/YYYY)			

For Official Use Only 此欄只供機構填寫	☐ The applicant name provided above is identical to the information on HKID (<u>NO</u> photocopy of HKID is required unless the applicant is not a permanent HKSAR resident). 上述所提供的應徵者姓名與其身份證上資料相同 (<u>無須</u> 向申請人索取香港身份證副本，除非申人並非香港永久性居民身份。) ☐ Photocopy of Work Visa with valid date until _____ is attached for the proof of taking up employment in Hong Kong. 申請表已夾附印有在上述批准逗留限期前可在港工作之工作簽證副本。	Checked by 核對者 (Name & Post 姓名及職位/ Date 日期)
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(III) Professional Attainment 專業資格		
Date Attained/ Registered 頒發/ 註冊日期 (MM/ YYYY)	Name of Issuing Authority 頒發機構	Qualifications/ Memberships/ Registrations Attained 持有專業資格

(IV) Employment History 工作經驗						
Please state from the latest employment 請由現在或最近之工作經驗開始填寫						
Period 時期		Name of Company/ Organization 任職公司/機構名稱	Post Held 職位	Full-time/ Part-time 全職/兼職	Last Basic Salary 最後薪金	Reasons for leaving 離職原因
From 由 (MM/YYYY)	To 至 (MM/YYYY)					

(V) Competencies and Skills 才能及技能										
Please tick where appropriate 請於適當位置加上剔號										
Languages 語言能力	Spoken 會話	Fluent 流利	Good 良好	Fair 一般	Poor 差	Read and Write 閱讀及書寫	Excellent 極佳	Good 良好	Fair 一般	Poor 差
	Cantonese 廣東話					Chinese 中文				
	English 英文					English 英文				
	Putonghua 普通話					Others 其他				
	Others 其他									
Computer Skills 電腦技能	Chinese Typing 每分鐘中文打字_____w.p.m. Other Computer applications 其他電腦應用技巧_____									
Other Job-related Skills 其他工作相關技能	Please specify, e.g. driving licence, first aid certificate etc.: 例如車牌、急救證書等，請註明									

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		(Name & Post 姓名及職位/ Date 日期)

(VI) Others Information 其他資料**1. Criminal Conviction Record 刑事定罪紀錄**

Have you ever been convicted by a court for any criminal offence (including sexual offences)? 閣下過往曾否因任何刑事罪行(包括性罪行)而被法庭定罪?

☐ No 否

☐ Yes, please state full details including year(s), offence(s) and court judgment: 有, 請詳細列明年分、控罪、判決結果:

2. Disciplinary Record from Statutory Professional Regulatory Bodies 法定專業監管機構處分紀錄

Have you ever received any disciplinary sanction from the relevant statutory professional regulatory body due to workplace incidents or professional misconduct? 閣下過往曾否因工作事故/專業失當, 遭相關法定專業監管機構作出紀律處分?

☐ No 否

☐ Yes, please state full details including name of regulatory body, year of sanction and particulars of disciplinary action: 有, 請詳細列明監管機構名稱、處分年分及處分內容:

3. Pending Legal / Statutory Professional Regulatory Investigation Proceedings 尚在處理中的法律訴訟/法定專業監管機構調查程序?

Do you currently have any ongoing court cases or are you under investigation by any statutory professional regulatory body? 閣下現時是否有任何法庭案件尚在處理中或正接受法定專業監管機構調查?

☐ No 否

☐ Yes, please state full details including case reference, investigating authority, nature of matter and current progress of proceedings: 是, 請詳細列明案件編號、調查機構、事項及現階段進度:

4. Sexual Conviction Record Check (SCRC) 性罪行定罪紀錄查核

Have you made applications to the Hong Kong Police Force for a Sexual Conviction Record Check(SCRC)?

你過往曾否透過警務處進行性罪行定罪紀錄查核?

☐ No 否 (You may be required to apply for a Sexual Conviction Record Check (SCRC) through the Hong Kong Police Force and pass the checking code to the organization. 你或需透過警務處進行性罪行定罪紀錄查核, 並向本會提供有關查詢密碼。)

☐ Yes, please provide the checking code 有, 請提供有關查詢密碼 _____

5. If any relative/ friend is employed by UCN, please state below:

如有親屬/ 朋友現職於本機構, 請列明如下:

Name 姓名	Unit/ Division 中心/部門	Post 職位	Relationship 關係

(VII) Declaration 聲明

1. I declare that all personal data and information given in this form are true and correct to the best of my knowledge and understand that any false and misleading personal data and information given will lead to disqualification of my application or dismissal action if I were employed.

本人聲明以上填報資料是真實和正確的, 若有任何虛報資料或隱瞞事實, 可導致本人之申請被取消資格或於受聘後遭受即時解僱。

2. I agree that the above personal data and information will be used for job application with UCN and in the course of my proper performance of the job duties during employment with the Organization.

本人同意機構有權引用上述資料作為處理本人於基督教聯合那打素社康服務之職位申請及受僱後執行機構正常職務之用途。

3. I agree to consent to United Christian Nethersole Community Health Service making any necessary enquiries for purposes relating to recruitment and verification of the information given above. I authorize any person, organization or institution to release any records or information as required for my employment purposes.

本人同意基督教聯合那打素社康服務就進行招聘工作及為核實上述資料而提出查詢, 並授權任何人等、機構或組織可就這些查詢透露任何有關的紀錄及資料。

Signature

簽署

Date

日期

Applicant Full Name

申請人全名

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☐ Referees information have been provided in "Reference Check Authorization" by applicant who applied for the post of PROFESSIONAL or OFFICER grade or above.

若應徵者之申請職位屬專業或主任級別或以上, 「資歷審查授權書」的資料已確認提供。

Checked by 核對者

(Name & Post 姓名及職位/ Date 日期)