

APPLICATION FOR EMPLOYMENT 職位申請書

Post Applied For 申請職位 _____
 Post Reference 職位編號 _____
 Department (if applicable) 部門(如適用) _____
 Specialism (if applicable) 專責(如適用) _____



Please read the **Notes for Applicants and Personal Information Collection Statement** on the last page of this form. 在填寫本表格之前，請先參閱末頁之申請人須知及收集個人資料聲明。

Applicant No. 申請人編號 _____
 (For official use only) 只供本局填寫

(I) PERSONAL PARTICULARS 個人資料

Name in English (Surname first) 英文姓名(姓氏先行):	Name in Chinese 中文姓名:	(For official use only) (只供本局使用) HKID/Passport No. checked in order. Initial: Post: Name:
* H.K.I.D. Card/Passport No. * 香港身份證/護照號碼:	Passport Issuing Authority 護照簽發機關:	
Are you legally employable in Hong Kong? 你是否可以在香港合法受僱? * <input type="checkbox"/> Yes 是 / <input type="checkbox"/> No 否		
Correspondence Address 通訊地址		
Contact Tel. No. 聯絡電話號碼:		
E-mail Address 電郵地址:		

(II) EDUCATION AND TRAINING (in chronological order) 教育及訓練(請按日期順序列出)

(For qualifications obtained such as Certificate, Diploma, Degree, please specify field of study/subjects passed and level attained. Please add paper if required.)

(如所修讀的為證書、文憑或學位課程，請註明修讀範圍/及格科目與成績/考獲等級。如空位不敷填寫，請另頁詳列有關資料。)

Date (month/year) 日期(月份/年份)		School, College, University or Training Organization Attended 曾就讀的學校、學院、大學 或訓練機構	Full/Part-time or Distance Learning 全日制/部分時間 制或遙距課程	Qualification Obtained 獲頒學歷	Date of Award 頒授日期
From 由	To 至				

(III) PROFESSIONAL QUALIFICATIONS 專業資格

Name of Professional Institution 專業學會名稱	Class of Membership 資格類別	Date Obtained/To Be Obtained (month/year) 頒授/將頒授日期 (月份/年份)	By Examination or Exemption? Is It Currently Valid? 取得資格的途徑(透過考試或豁 免?)請註明資格是否仍然有效

(IV) FULL EMPLOYMENT RECORD TO DATE (in chronological order) (including past/current Council employment)
截至目前為止的全部就業詳情 (請按任職日期順序列出) (包括以前/目前受僱於本局的資料)

Have you ever served in the Vocational Training Council (including part-time employment)?

你曾否在職業訓練局任職 (包括兼職)? * Yes 是 / No 否

If yes, the post and the period of service should also be stated in the table below:

若有, 該職位及任職年期亦必須於下表列明:

Date (day/month/year) 日期 (日/月/年)		Name of Organisation 機構名稱	Full or Part Time# 全職或兼職	Position Held 職位	(For official use only) (只供本局填寫)
From 由	To 至				

For part-time employment, please indicate number of hours engaged per month #如屬兼職, 請列明每月工作時數

(V) FURTHER DETAILS OF PRESENT/MOST RECENT EMPLOYMENT 現時/最近期就業詳情

* Present/Most Recent Basic Salary *現職/近職每月基本薪金 HK\$ _____ per month X _____ months 每月 每月 X 月 月	Next Incremental Date (if any) 下次增薪日期 (如適用)	Notice Period Required by Present Employer 現職離職通知期	Earliest Date Available if Appointed 如獲聘用, 最早到職日期
Bonus, Gratuity, Housing & Other Allowances (please specify) 花紅、約滿酬金、房屋津貼及其他津貼 (請註明)			Expected Salary (per month) 要求薪金 (每月)

(VI) OTHER INFORMATION 其他資料

Do you have relative(s)/close friend(s) currently employed by the Vocational Training Council? 你是否與職業訓練局任何現職僱員有親屬/好友關係?

* Yes 是 / No 否

* Mandatory to provide the details below 必須於以下提供詳情

Name 姓名 _____	Department/Unit 部門/單位 _____	Post 職位 _____	Relationship 與應徵者的關係 _____
Name 姓名 _____	Department/Unit 部門/單位 _____	Post 職位 _____	Relationship 與應徵者的關係 _____

Please provide any other information which you consider relevant to your application here. 你可在此提供其他對你申請此職位有幫助的資料。

(VII) DECLARATION 聲明書

I understand that if I wilfully give any false information or withhold any material information, my application will not be further processed or I shall render myself liable to dismissal if I am appointed to the service of the Vocational Training Council.

我明白如故意虛報或隱瞞重要資料, 貴局將不會處理這申請。即使獲貴局錄用, 本人亦有可能被解僱。

I understand and accept that the information given above will be provided to organizations authorized to process the information for appointment (e.g. qualification, integrity checking and pre-employment medical examination).

我明白並同意上述資料會送交已授權機構以便進行招聘工作 (例如查核資歷、品行及入職前體格檢查)。

Signature of Applicant 申請人簽署

Date 日期

* Please select as appropriate *請選擇適用者

Notes for Applicants 申請人須知

- (a) The Council is an equal opportunity employer and adopts a policy of equal employment opportunities.
本局是一個推行平等機會的僱主，並提供平等就業機會予所有申請人。
- (b) This application form should be completed in block letters.
申請書必須用正楷填寫。
- (c) Your application may not be considered if you fail to provide all information as requested in the recruitment advertisement/circular.
申請人如未能按招聘廣告/通告內列出的人職要求提供所有資料，申請可能不被考慮。
- (d) Please ensure that all information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to this application. You are only requested to submit this completed form [VTC-1 (Rev. 3/2023)] and the curriculum vitae. You may be requested to provide originals and copies of certificates and other supporting documents at a later stage.
各項資料必須正確填報。如空位不敷填寫，請另頁詳列有關資料。你只須遞交本申請書〔VTC-1 (Rev. 3/2023)〕及履歷表。本局稍後或會要求你提供有關文件的正本及副本作查核。
- (e) You may be requested to provide information of a referee at a later stage. The referee must be your present or the most recent employer who is able to comment on your work performance and competence. Your consent will be sought before approaching the referee.
本局稍後或會要求你提供一位諮詢人的聯絡資料。諮詢人須為現職或近期僱主，並可提供關於你工作表現和能力的意見。本局會在獲得你的同意後才進行諮詢。
- (f) Only shortlisted applicants will be contacted for further assessment. If you do not hear from us within 10 weeks, you may consider that your application has been unsuccessful on this occasion.
本局只會聯絡初步入選的申請人作進一步評核。如你在十星期內未接獲通知，即表示你是次的申請並不成功。
- (g) Applications may be forwarded to other operational units of the Council for consideration if the advertised post(s) have been filled and similar vacancies in the Council arise.
若招聘之職位已有人選和本局有其他相關職位，此申請資料或會轉介至本局其他運作單位作考慮。

Personal Information Collection Statement 收集個人資料聲明

- (a) The personal data mentioned in this statement covers both the information the applicant provides in this form [VTC-1 (Rev. 3/2023)] and in the curriculum vitae
本聲明所提及的個人資料包括申請人於本申請書〔VTC-1 (Rev. 3/2023)〕內及履歷表中所提供的資料。
- (b) The personal data provided in this form and in the curriculum vitae will be treated as confidential and used for recruitment and other employment-related purposes only. It may, if necessary, be provided to the relevant government departments and other organisations or agencies to process the information for purposes relating to recruitment and employment with the Council
申請人在本申請書內及履歷表中所提供的個人資料，將予絕對保密，並只用於招聘工作及其他與僱用有關的事宜上。如有需要，有關資料會送交相關的政府部門及其他組織或機構，用以進行與本局招聘工作及僱用相關的事宜。
- (c) The Council will be unable to process this application if the information requested is not provided or incomplete. Provision of false information may be sufficient grounds for discontinuation of processing of this application, cancellation of job offer, and dismissal if the applicant is employed by the Council.
申請人如未能提供所需資料，本局將無法處理該項申請。申請人若虛報資料，本局有權停止招聘手續、撤消聘書或於聘用後將其解僱。
- (d) Information on unsuccessful candidates will normally be destroyed 12 months after the completion of the recruitment exercise.
在一般情況下，未獲取錄申請人的資料將於招聘工作完成十二個月後全部銷毀。
- (e) Applicants have the right to access to their personal data and make correction thereof and to the information regarding the Council's policies and practices on the personal data of its employees/job applicants. Any enquiries shall be made in writing to the Human Resources Officer, Appointments Section of the Human Resources Division, 18/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong, or by e-mail at hrdap@vtc.edu.hk.
申請人有權要求查閱或更改個人資料及查詢本局對員工/求職者個人資料的政策和措施。如有任何查詢，可致函香港灣仔活道27號職業訓練局大樓18樓人力資源科聘任組，或電郵至hrdap@vtc.edu.hk，與本局人力資源主任聯絡。