

SHINE SKILLS CENTRE
YouShine Programme Application Form

注意：填寫申請表前，請先詳閱第三頁之「課程申請人及其父母 / 監護人 / 至親須知」。Important: Before filling in this form, please see (Notice to Applicant and Parent / Guardian / Next of Kin) on page 3.

請在適當方格內加上✓號 Please tick in the appropriate box

1. 申請課程 **CHOICE OF COURSE** : YouShine 課程

2. 開辦中心 **OFFERING OF CENTRE**

屯門 TUEN MUN*

*部份課堂將安排於觀塘中心進行

Part of lessons will also be scheduled at Kwun Tong

是否需要中心宿舍服務? Require Centre's Boarding Service?

是 Yes 否 No

3. 申請人資料 **APPLICANT'S PARTICULARS**

(為方便記錄，請用英文正楷填寫。For ease of recording, please fill in block letter.)

英文姓名

中文姓名

Name in English : _____ Name in Chinese : _____

性別 男 女 香港身份證號碼

Sex Male Female HKID Card No. : _____

出生日期 日 月 年 年齡

Date of Birth _____ Day _____ Month _____ Year Age : _____

住址 (英文)

Home Address : _____

電話

Tel. No. : _____

住址 (中文)

Home Address : _____

電郵地址

E-mail Address : _____

4. 特殊教育需要 / 殘疾類別 **SPECIAL EDUCATIONAL NEEDS / DISABILITIES**

輕度智障

Intellectual disability (Mild)

中度智障

Intellectual disability (Moderate)

精神病

Mental illness

器官殘障 / 長期病患

Visceral disability / Chronic illness

言語障礙

Speech impairment

自閉

Autism

肢體傷殘

Physical disability

注意力不足 / 過度活躍症

Attention deficit/Hyperactivity disorder

聽障

Hearing impairment

視障

Visual impairment

特殊學習困難

Specific learning difficulties

由中心填寫 FOR OFFICIAL USE		
Application No.		
SOURCE GROUP	DISABILITY CODE	
	PRI.	SEC.
Results		
Remarks		
申請人近照 (三十八毫米 × 五十毫米) Applicant's recent photo 38mm x 50 mm		

5. 學歷 DETAILS OF PREVIOUS EDUCATION

Dates 日期		班級 Class	學校名稱或其他學歷 School attended or other educational details
From 由	To 至		

6. 以往就業情況 DETAILS OF PREVIOUS EMPLOYMENT

Dates 日期		職位 Post	任職機構名稱及地址 Name & Address of Employer
From 由	To 至		

7. 轉介機構 REFERRING AGENCY (為方便記錄，請用英文正楷填寫。For ease of recording, please fill in block letter.)

機構名稱 _____ 機構檔案號碼 _____
 Name of Agency : _____ Agency Ref : _____
 聯絡人姓名 (先生 / 小姐 / 女士) _____ 電話 _____
 Name of Contact Person (Mr / Ms / Mrs) : _____ Tel No. : _____
 機構地址 _____
 Agency Address : _____
 _____ 傳真 _____
 _____ Fax No. : _____

8. 職業評估 VOCATIONAL ASSESSMENT

申請人曾否接受職業評估服務？
 Has the Applicant received Vocational Assessment?
 是 Yes 否 No
 請填寫檔案編號及曾接受評估之日期 _____
 If yes, please state the reference number and date of assessment.

9. 父母 / 監護人 / 至親資料 PARTICULARS OF PARENT / GUARDIAN / NEXT OF KIN

姓名 _____ 與申請人關係 _____
 Name : _____ Relationship with the Applicant : _____
 職業 _____ 電話 _____
 Occupation : _____ Tel. No. : _____
 任職機構及地址 _____
 Name and Address of Employer : _____
 緊急事故聯絡電話 _____
 Tel. No. for Emergency Calls : _____

申請人姓名 _____ 簽署 _____
 Name of Applicant: _____ Signature: _____
 家長/監護人姓名 _____ 簽署 _____
 Name of Parent/Guardian: _____ Signature: _____
 日期 _____
 Date: _____

展亮技能發展中心
課程申請人及其父母 / 監護人 / 至親須知

- (一) 申請人須為香港永久性居民或無居留及工作限制之合法香港居民。
- (二) 填報於報名表之個人資料將被中心教職員用作甄選、統計和其他相關用途；及在職業介紹時，將申請人的個人資料透露給有意僱用申請人之僱主。
- (三) 提供不確實或不完整之資料將導致其申請被延誤或被取消資格。
- (四) 申請人如需要查詢其個人資料，請以書面向展亮技能發展中心院長提出。
- (五) 出席面試或註冊入學時須帶同香港永久性居民身份証（非永久性居民須帶同香港身份証及簽證身份書 / 旅遊證件）及有關學歷，履歷證件正本，並繳交三十八毫米乘五十毫米證件近照乙張。
- (六) 請將填妥之申請表格連同一切有關文件（如醫療、心理或聽覺、職業評估及個案撮要等報告）交回選擇之展亮技能發展中心(屯門)。
- (七) 有關申請資料在註冊後將轉作學生紀錄，職業訓練局可利用該等紀錄作學術或行政上之用。閣下的個人資料，只要仍可用於收集資料的擬定用途，將予以保留，否則該等資料將被銷毀。而一般而言，保留期間最長為三年。

SHINE SKILLS CENTRE
NOTICE TO THE APPLICANT AND PARENT / GUARDIAN / NEXT OF KIN

- (1) The applicant should be a permanent resident of Hong Kong or eligible to stay and work in Hong Kong without limitations by the Immigration Department.
- (2) Information provided will be used for eligibility, statistical data and other relevant or related purposes by administrative and instructional staff, and disclosed to potential employer(s) in the course of employment assistance when necessary.
- (3) Inaccurate or incomplete information will result in delay or disqualification of applications.
- (4) For enquiry of personal data, please address correspondence to the Manager of the Shine Skills Centre.
- (5) Applicants who attend interview or registration should bring along their Hong Kong Permanent Resident Identity Cards (Non- permanent residents should bring along their Hong Kong Identity Cards, Visas and travelling documents), relevant original academic documents, employer's references and submit one 38 mm x 50 mm applicant's recent photo.
- (6) The completed application form and the relevant documents (e.g. medical, psychological or audiological, assessment reports and case summary) should be returned to the chosen Shine Skills Centre (Tuen Mun).
- (7) Upon my registration, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in VTC. Personal data provided are retained for as long as the purposes for which such data were collected continue. Data are then destroyed unless their retention is required. As a general rule, the maximum retention period is 3 years.

展亮技能發展中心(屯門) 及 展亮輔助器材及資源中心

地址： 新界屯門豐安街 1 號
電話： 2452 8901 / 2452 7604
傳真： 2457 6207 / 2452 7678
電郵： shinetm@vtc.edu.hk / shinetarc@vtc.edu.hk

Shine Skills Centre (Tuen Mun) & Shine Technical Aids & Resource Centre

Address: 1 Fung On Street, Tuen Mun, New Territories, Hong Kong
Tel : 2452 8901 / 2452 7604
Fax : 2457 6207 / 2452 7678
Email : shinetm@vtc.edu.hk / shinetarc@vtc.edu.hk

展亮技能發展中心(觀塘) 及 展亮職業評估服務

地址： 九龍觀塘道 487 號
電話： 2270 0900 / 2270 0950
傳真： 2357 4042 / 2172 6020
電郵： shinekt@vtc.edu.hk / shinevas@vtc.edu.hk

Shine Skills Centre (Kwun Tong) & Shine Vocational Assessment Service

Address: 487 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong
Tel : 2270 0900 / 2270 0950
Fax : 2357 4042 / 2172 6020
Email : shinekt@vtc.edu.hk / shinevas@vtc.edu.hk

YouShine 課程電郵

YouShine Programme Email: you_shine@vtc.edu.hk

展亮技能發展中心網址

Shine Skills Centre Website: www.shine.edu.hk

展亮技能發展中心 Facebook

Shine Skills Centre Facebook: www.facebook.com/ShineSkillsCentre

職業訓練局網址

VTC Website : www.vtc.edu.hk