

Position Applied 申請職位	Expected Date of Availability 可上班日期	Expected Salary 期望薪金
If you do not wish to transfer this form to other services/units, please tick in the box. 如申請人不願意此職位申請表轉移至機構的其他服務或單位，請在 <input type="checkbox"/> 加 “✓” <input type="checkbox"/>		

Photo
照片

A. Personal Particulars 個人資料

Surname 英文姓氏	Other Names 其他名字	Chinese Name 中文姓名	
HK Identity Card No. 香港身份證號碼		Sex 性別	Date of Birth 出生日期
Correspondence Address 通訊地址 (In English 英文)		Telephone Number 電話號碼 Office 辦事處 Residence 住所	
(In Chinese 中文)		Mobile 手提電話 E-mail 電子郵件地址	

B. Academic Qualifications (in descending order) 學歷 (按最近接受教育之日期列出)

From (m/y) 由 (月/年)	To (m/y) 至 (月/年)	Name of Institution 院校名稱	Full/Part-time 全日/兼讀制	Qualification Obtained (with subjects & levels) 所獲資格 (列明科目及程度)

C. Professional Qualifications (in descending order) 專業資格 (按最近考獲資格之日期列出)

Date of Issue / Registered * 頒授 / 註冊日期	Issuing Authority 頒發機構	Professional Qualifications 專業資格

(e.g. Registered Social Worker / Hong Kong Social Workers Association etc.) (如: 註冊社工 / 香港社會工作人員協會等)

D. Employment Record To Date (in descending order) 至目前為止的就業情況 (按最近任職之日期列出)

From (m/y) 由 (月/年)	To (m/y) 至 (月/年)	Name of Organization 機構名稱	Position 職位	Last Salary 最後薪酬	Reasons for Leaving 離職原因

E. Fieldwork Placement (in descending order) 實習詳情 (按最近實習之日期列出)

From (m/y) 由 (月/年)	To (m/y) 至 (月/年)	Name of Organization 機構名稱	Job Nature 工作性質	Fieldwork Supervisor 實習導師

F. Volunteer Service (in descending order) 義務工作 (按最近參加之日期列出)

From (m/y) 由 (月/年)	To (m/y) 至 (月/年)	Community Organization 社區機構	Service Nature 服務性質

G. Language and Skills 語言及技能(Please “✓” if appropriate) 語言及技能 (請於適用處加上“✓”)

會話 Speaking <input type="checkbox"/> Cantonese 廣東話 <input type="checkbox"/> English 英語 <input type="checkbox"/> Mandarin 普通話 <input type="checkbox"/> Others 其他: _____	Computer Skills (Please specify the names of software and related skills) 電腦技能 (請註明軟件名稱及有關技能) _____
書寫 Writing <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> English 英文 <input type="checkbox"/> Others 其他: _____	Other job-related skills (Please specify) 其他技能 (請註明): _____

H. Other Information 其他資料

Have you ever been convicted of a criminal offence (incl. Sexual Offence)? 你曾否觸犯任何刑事罪行而被定罪(包括性罪行)? Yes 是 No 否
 If yes, please state 如有, 請說明: _____

Are you a candidate with disability? (Optional) 你是否殘疾人士?(可選擇是否填寫) Yes 是 No 否
 If yes, please indicate nature and degree of disability and specify any special arrangement required if attends an interview.
 如為殘疾人士, 請註明殘疾性質及程度, 以及在參加面試時是否需要特別的安排

Have you ever been employed by /entered into Service Contract with The Boys' & Girls' Clubs Association of Hong Kong? 你曾否以僱員身份 / 以服務合約形式在香港小童群益會任職? Yes 是 No 否
 If yes, please specify contract period, position and department/ unit 如是, 請註明合約日期、職位及所屬部門/單位

Have you applied any other post(s) with The Boys' & Girls' Clubs Association of Hong Kong in the past 12 months? 你曾否在過去12個月向香港小童群益會申請任何職位? Yes 是 No 否 If yes, please complete the following parts 如有, 請填妥以下部份:

Post 職位	Date 日期	結果 Results
		*Offered/Interviewed/Not interviewed/Others, please specify: _____ *取錄/已獲約見/不獲約見/其他, 請註明: _____
		*Offered/Interviewed/Not interviewed/Others, please specify: _____ *取錄/已獲約見/不獲約見/其他, 請註明: _____

I. Referee 諮詢人*

Name 姓名	Relationship 關係	Name of Organization 機構名稱	Position 職位	Contact No. 聯絡電話

* I confirm that I have obtained the prior consent of the referee 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。
 Family members or friends will not be accepted as referee. 諮詢人不可為親人或朋友。

J. Declaration 聲明

I read and understand “Personal Information Collection Statement Pertaining to Recruitment”, and I understand that if I willfully furnish any false information or withhold any material fact, my application will be invalidated or I shall be liable to summary dismissal.
 本人已經閱讀及明白「招聘方面的個人資料收集聲明」, 並明白倘若本人故意虛報資料或隱瞞事實, 本人之申請將被撤消或將遭受即時解僱處分。

Signature 簽署: _____ Date 日期: _____

For Office Use Only 本會專用

Interview Panel:				Date:
To be deployed to	Position & Rank	Report to	Starting Salary / Point	Date of Commencement
Recommended by Supervisor:	Verified by HR:	Endorsed by HOHR: (on exceptional basis)	Approved by AD/DED/ED:	
Remarks:	Remarks:	Remarks:	Remarks:	
Date:	Date:	Date:	Date:	