

機密文件
Strictly Confidential



職位申請表 Application for Employment

申請人須知 Notes to Applicant

1.	請用墨水筆或原子筆，以正楷填寫各項。 Please complete every item in block letters and in ink.
2.	申請人必須參閱招聘廣告內列出的有關要求填寫本申請書。申請人如未能提供所需的所有資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定最起碼的學歷、訓練、經驗或其他條件，申請書將不獲受理。 You should refer to the recruitment advertisement for such requirements in filling in this form. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
3.	申請人須填妥申請表各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨申請表附上。 Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
4.	申請人所提供的資料，將用於招聘及作其他聘任用途。有關資料可能會送交獲授權處理申請人資料的部門／機構，以便進行各項入職審查，例如學歷評審、體格檢查及操守審查等。未獲取錄申請人的資料將會保留三個月作日後其他職位之考慮，然後銷毀，不再保留。 The information provided will be used for recruitment purpose and other employment-related purposes. It may be provided to departments/agencies authorized to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination and integrity checking etc. Information will be kept for 3 months and may be considered for future positions with Stewards. The information will then be destroyed.
5.	如申請職位的職務涉及與兒童(即未滿 18 歲人士)或精神上無行為能力人士有關的工作，申請人將被要求進行性罪行定罪紀錄查核，並授權本會查核結果。申請人須自行繳交所需費用。 If the usual duties of the position applied for would involve contact with children (i.e. persons under 18) or mentally incapacitated persons, you will be required to undergo Sexual Conviction Record Check (SCRC) at the SCRC Office of the Police and authorize Stewards to check the result. Applicant are required to pay the related fee.
6.	提交申請後，如欲更改或查詢個人資料，請致電 27903891 與人力資源部聯絡。 For correction of or access to personal data after submission of the application form, please contact HR Department at 27903891.

申請職位 Position Applied

申請職位 Position Applied:	可到任日期 Date Available:
服務單位 Service Unit:	薪金要求 Expected Salary:

個人資料 Personal Particulars (中、英文姓名須按身份證填寫)

英文全名 Full Name in English:	別名 Alias:	中文姓名 Name in Chinese:
香港身份證號碼/護照號碼 HKID Card No./Passport No.:		性別 Sex:
出生日期 Date of Birth:		年齡 Age:
住宅地址 Residential Address: (中文 in Chinese)		
(英文 in English)		
通訊地址 Correspondence Address: (如與上址不同 If different from the address given above) (中文 in Chinese)		
(英文 in English)		
住宅 Residential Tel. No.	流動電話 Mobile Phone:	電郵地址 E-mail:
宗教/教會 Religion/Church Attending: (如適用 If applicable)		

學歷 Academic Qualifications

(請由現在或最近之學歷開始 Please start with the latest qualification attained)

日期 Date				曾經 / 現在就讀的學校、學院、大學、機構 Schools, Colleges, Universities, Institutions Attended / Attending	全日/兼讀 Full or Part-Time	曾經 / 現在就讀的班級 Class Attended / Attending
由 From		至 To				
月 MM	年 YY	月 MM	年 YY			

專業資格 Professional Qualifications

(請由現在或最近獲取之專業資格開始 Please start with the latest professional qualification attained)

領授日期 Date Obtained		持有專業資格 Professional Qualification Held	頒發機構 Issuing Authority	合格科目及獲取程度 Subjects Passed and Level Attained
月 MM	年 YY			

工作經驗 Work Experience

(請由現任僱主或最近之僱主開始 Please start with present/most recent employer)

<p>(1) 僱主名稱 Name of Employer</p> <hr/> <p>主要職責 Main Responsibilities</p> <hr/> <p>受僱日期 Period of Employment</p> <p>由 From _____ 至 To _____</p>	<p>最終職位 Last Position Held</p> <hr/> <p>離職原因 Reason for Leaving</p> <hr/> <p>最終薪金 Last Salary</p> <hr/>
<p>(2) 僱主名稱 Name of Employer</p> <hr/> <p>主要職責 Main Responsibilities</p> <hr/> <p>受僱日期 Period of Employment</p> <p>由 From _____ 至 To _____</p>	<p>最終職位 Last Position Held</p> <hr/> <p>離職原因 Reason for Leaving</p> <hr/> <p>最終薪金 Last Salary</p> <hr/>
<p>(3) 僱主名稱 Name of Employer</p> <hr/> <p>主要職責 Main Responsibilities</p> <hr/> <p>受僱日期 Period of Employment</p> <p>由 From _____ 至 To _____</p>	<p>最終職位 Last Position Held</p> <hr/> <p>離職原因 Reason for Leaving</p> <hr/> <p>最終薪金 Last Salary</p> <hr/>
<p>(4) 僱主名稱 Name of Employer</p> <hr/> <p>主要職責 Main Responsibilities</p> <hr/> <p>受僱日期 Period of Employment</p> <p>由 From _____ 至 To _____</p>	<p>最終職位 Last Position Held</p> <hr/> <p>離職原因 Reason for Leaving</p> <hr/> <p>最終薪金 Last Salary</p> <hr/>
<p>(5) 僱主名稱 Name of Employer</p> <hr/> <p>主要職責 Main Responsibilities</p> <hr/> <p>受僱日期 Period of Employment</p> <p>由 From _____ 至 To _____</p>	<p>最終職位 Last Position Held</p> <hr/> <p>離職原因 Reason for Leaving</p> <hr/> <p>最終薪金 Last Salary</p> <hr/>

技能 Skills

電腦技巧 Computer Skills:	<input type="checkbox"/> Word <input type="checkbox"/> 其他 (請列明): Others (Please state):	<input type="checkbox"/> Excel	<input type="checkbox"/> Power Point
語言能力 Language Skills:	<u>閱讀 Spoken</u> <input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 其他 (請列明): Others (Please state):	<input type="checkbox"/> 英語 English	<input type="checkbox"/> 普通話 Putonghua
	<u>書寫 Written</u> <input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 其他 (請列明): Others (Please state):	<input type="checkbox"/> 英文 English	
打字技巧 Typing Skills:	<input type="checkbox"/> 中文 Chinese 每分鐘字數 wpm:	<input type="checkbox"/> 英文 English 每分鐘字數 wpm:	
其他技能/執照 (請列明): Other Skills/Licence (Please state):			

Other Information 其他資料

你獲悉空缺的途徑 Channel you learn about this vacancy	<input type="checkbox"/> 勞工處 Labour Department <input type="checkbox"/> 報章 Newspaper <input type="checkbox"/> 網站 Website <input type="checkbox"/> 親友介紹 Relatives/Friends <input type="checkbox"/> 其他 Others		
你曾否在本機構工作? Have you ever been employed by Stewards? 如有, 請列明: 職位 僱用期 If yes, please state: Position _____ Employment Period _____	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
你是否有親屬或朋友在本機構內任職 Do you have any relative(s) or friend(s) in our Agency? 如有, 請提供: 姓名 關係 If yes, please provide: Name(s) _____ Relationship _____	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
你曾否因被判刑事罪行 (包括性罪行)? Have you ever been convicted of a criminal offence (including Sexual Offence)? 如有, 請說明: If yes, please state: _____	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
在本會考慮聘用時, 你是否願意進行性罪行定罪記錄查核? Are you willing to consent to a Sexual Conviction Record Check when we consider your employment? 如否, 請說明原因: If no, please state the reason: _____	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
有助評估閣下辦事能力之任何資料 Any other information which will help to assess your capabilities			

諮詢人 (請填寫非親屬) Referees (Please provide non-relatives)

本會會先徵求你的同意才與諮詢人聯絡。諮詢人是應該熟悉你的工作背景，其中一位必須為現職/近期的僱主，例如你的直屬上司或認識你多年的人。

Referees will be contacted only with your consent. They should preferably be those who are acquainted with your working history and one of them should be your current or recent employer, e.g. your immediate superior or those who have known you for a number of years.

姓名 Name	職業 Occupation	公司名稱及地址 Company Name & Address	聯絡電話 Contact Tel. No.
(1)			
(2)			

聲明 Declaration

茲聲明以上所提供的一切資料，均屬實情。本人明白貴機構如發現上述聲明有虛構成份或瞞騙成份，得保留拒絕本人之申請或辭退之權力。本人授權貴機構核實吾所提供的一切資料。

I declare that the above statements are true and complete to the best of my knowledge, I further understand that any false statements, made by me on this application may result in rejection of my application, or if employed by your Agency, in the termination of my employment. I hereby grant your Agency the right to verify the information I have provided herein.

本人亦明白吾所提供之資料將予保密及只作招聘有關職位用途。本人授權貴機構保留吾之資料作將來聘任用途，為期三個月。

I understand that the information collected will be strictly confidential and used only for the purpose of selection. I hereby grant your Agency the right to keep my information for the purpose of future employment for three months from now on.

申請人簽署 Signature of Applicant	日期 Date
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本會專用 For office use Only	
完成《性罪行定罪紀錄查核》日期 Date of Sexual Conviction Record Check	
負責查核者姓名 Checked by	
查詢密碼 Checking Code	
查核編號 Transaction Number	



個人資料核對授權書
Authorization For Reference Checking on Personal Data

I hereby authorize and give my consent to my references, previous employers and educational/professional institutes to release full information concerning my employment records (including but not limited to salaries & other incomes, performance and date of employment, etc.) and academic achievements & qualifications to Stewards Limited.

I understand that all information given will be treated in strict confidence.

本人現授權本人的諮詢人、過往的僱主及教育/專業院校向香港神託會提供本人過往的工作記錄(有關記錄包括及並無限制於薪金及其他收入來源、工作表現及入職日期等)及學術成績和資格。

本人明白所有資料將作保密處理。

Signature 簽署 : _____
Name 姓名 : _____
HKID 香港身份證 : _____
Date 日期 : _____