**基督教懷智服務處**

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| **只供內部填寫 For Internal Use Only** |
| 申請職位編號Position No. |
| 申請人編號Applicant. No. |

**WAI JI CHRISTIAN SERVICE**

**專業職位申請書**

**Application Form for Professional Post**

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| 申請職位Position Applied for |  |  | 請貼上近照Please affix arecent photo |
| 單位Unit |  | 空缺消息來源Source of Vacancy |  |
| 可到職日期Available Date |  | 期望薪酬Expected Salary |  |

**個人資料Personal Particulars**

|  |
| --- |
|  |
|  | 中文姓名 |  |  | 英文姓名 |  |  |
|  | Chinese Name | English Name |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 香港身份証號碼 |  |  | 性別 |  |  | 出生日期 |  |  | 國籍 |  |  |
|  | HK Identity Card No. |  |  | Sex |  |  | Date of Birth |  |  | Nationality |  |  |
|  |  |  |  |
|  | 住址 |  |  |
|  | Residential Address |  |  |
|  |  |  |  |
|  | 通訊地址 (如與上址不同) |  |  |
|  | Correspondence Address (if different from above) |  |
|  |  |  |  |  |  |  |  |  |  |
|  | 住宅電話號碼Residential Phone No. |  |  | 手提電話號碼Mobile Phone No. |  |  | 電郵Email |  |  |
|  |

**學歷Education** (請先列出最近的資料Please provide information in reverse chronological order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 日期 (月/年) Date (mm/yyyy) | 全日制/兼讀 Full/Part-time | 學校 / 學院名稱Name of School / Institute | 所獲資格Qualifications Attained | 獲取日期Date Obtained |
| 由Fr. | 至To |
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**專業資格Professional Qualifications** (請先列出最近的資料Please provide information in reverse chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
| 所持的專業資格Professional Qualifications | 頒發機構全名Full Name of Issuing Authority | 所達程度Level Attained | 獲取日期Date Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**語言及技能Languages and Skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 語言 Languages |  |  |
|  | 電腦Computer |  |  |
|  | 其它Others |  |  |
|  |  |  |  |

**就業詳情Employment Record** (請先列出最近的資料Please provide information in reverse chronological order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 日期 (月/年) Date (mm/yyyy) | 職位Position Held | 僱主名稱Name of Employer | 全職/兼職Full/Part-time | 最後月薪Last Salary | 離職原因Reason for Leaving |
| 由Fr. | 至To |
|  |  |  |  |  |  |  |
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**義務工作Voluntary Service Record**

|  |  |  |  |
| --- | --- | --- | --- |
| 機構名稱Name of Organization/Agency | 職位Position Held | 由(月/年)Fr. (mm/yy) | 至(月/年)To (mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**諮詢人**（其中一位須為閣下現職或近期之僱主）

**Referee** (One of them should be your current or recent employer)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名 |  |  | 姓名 |  |
| Name |  |  | Name |  |
| 關係 |  |  | 關係 |  |
| Relationship |  |  | Relationship |  |
| 職業 |  |  | 職業 |  |
| Occupation |  |  | Occupation |  |
| 機構 |  |  | 機構 |  |
| Organization |  |  | Organization |  |
| 地址 |  |  | 地址 |  |
| Address |  |  | Address |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 電話 |  |  | 電話 |  |
| Telephone |  |  | Telephone |  |
| 傳真 |  |  | 傳真 |  |
| Fax |  |  | Fax |  |
| 電郵 |  |  | 電郵 |  |
| Email |  |  | Email |  |

**其它資料**

**Other information**

|  |  |
| --- | --- |
| 1. 閣下是否有任何犯罪紀錄？ Do you have any criminal record?
 |  |
|  |  |  |
|  | 🞎 有（請說明）Yes (Please specify) | 🞎沒有No |  |
|   |  |  |  |  |
|  |  |  |  |  |
| 註︰ 如申請人曾有犯罪紀錄，本機構不一定因此不予錄用。惟申請人若拒絕進行性罪行定罪紀錄查核或曾有性罪行定罪紀錄，本機構一律不予錄用。 |  |
| Note: A criminal record is not necessarily a barrier to our employment. The agency will not employ any applicant who refuses to undergo the Sexual Conviction Record Check or has previous convictions for sexual offences. |  |
|  |  |  |  |  |
| 1. 閣下是否曾於基督教懷智服務處任職？ Have you ever employed by Wai Ji Christian Service?
 |  |
|  | 🞎 有（請說明︰包括日期、服務單位及職位名稱）Yes (Please specify the date, service unit and post title) | 🞎沒有No |  |
|   |  |  |  |  |
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| --- | --- |
| 1. 閣下是否認識或有任何親屬為基督教懷智服務處的職員、董事或服務使用者？

Do you have known or any relative(s) who is/are staff or director(s) or service user(s) of Wai Ji Christian Service? |  |
|  |  |  |
|  | 🞎 有（請說明）Yes (Please specify) | 🞎沒有No |  |
|  |  | 姓名 |  | 職位 |  | 單位 |  | 關係 |  |  |
|  |  | Name |  | Position |  | Unit |  | Relationship |  |  |
|  |  |  |  |  |  |  |
| 1. 其它可支持職位申請的資料 (例如：曾參與的活動及成就)

 Other information supporting your application (e.g. relevant activities and pursuits, etc.) |
|  |

**本機構有關招聘方面的收集個人資料聲明**

**The Agency’s Personal Information Collection Statement in related to Recruitment**

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| --- |
| 1. 本申請書所收集的個人資料，只會使用於評估申請人是否適合擔任所申請的職位，以及當申請人獲挑選出任該職位時，用作與申請人商討初步的薪酬及福利。

Personal information collected in this application form will only be used for assessing the suitability of applicant for the post applied, and initial liaison with applicant on salary and welfare once an applicant is selected taking the post.1. 申請書的項目是挑選合適入選者所必須考慮的資料，求職者如不提供此等資料，會對申請的處理及結果有所影響。

Items in the application form are the required information for shortlisting applicants. Processing and result of the application will be affected if applicant fails to provide such information.1. 在一般情況下，未獲取錄申請人的個人資料將於其落選日期後3個月全部銷毀。如本機構在銷毀資料前出現合適的職位空缺，本機構或會將申請人的申請轉交有關單位/部門考慮。

Information of unsuccessful applicants will normally be destroyed 3 months after the recruitment process. The Agency may transfer the application information to respective units/departments in the Agency for consideration if there is suitable vacancy before such information is destroyed.1. 根據《個人資料(私隱)條例》，申請人有權要求查閱及改正申請書上所填報的個人資料。如申請人欲行使這項權利，請以書面向本機構「行政主管」提出 (地址：九龍石峽尾大坑東邨東海樓地下9-15號)。

According to The Personal Data (Privacy) Ordinance, applicant has the right to request access to and correction of personal data collected from him/her in writing to “Head of Administration” at 9-15, G/F, Tung Hoi House, Tai Hang Tung Estate, Shek Kip Mei, Kowloon. |

**聲明Declaration**

1. 本人聲明以上所提供的資料及就此申請遞交的所有文件均屬真實、正確無誤及詳盡。本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知基督教懷智服務處，可令本人喪失獲得基督教懷智服務處錄用的資格﹔即使已獲聘用，亦會遭即時解僱。

I declare that the information given above and all documents provided for this application are true, correct and complete. I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify Wai Ji Christian Service any subsequent change of information provided, it will render me liable to disqualification for employment by Wai Ji Christian Service or summary dismissed, if already employed.

1. 本人同意基督教懷智服務處可就進行招聘工作及聘用有關的事宜，及為核實上述資料而進行必要的查詢，包括（但不限於）聯絡本人在本申請書第2頁提供之諮詢人。

I consent to Wai Ji Christian Service making any necessary enquiries for purposes relating to recruitment and employment, and for the verification of the information given above, including but not limited to, the contact with the referee(s) provided by me on page 2 of this application form.

1. 本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其它組職或機構，用以進行與招聘工作及僱用有關的事宜。

I understand and accept that the information given above will be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment and employment.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 申請人簽署 Signature of Applicant |  | 日期Date |

**我們是提供平等就業機會的僱主**

**We are an EQUAL OPPORTUNITIES EMPLOYER**

**Authorization Letter**

 I hereby authorize Wai Ji Christian Service to gather all information regarding my employment record, work performance and salary from my previous/present employer or referee, and release all individuals or organizations from any liability or responsibility for providing this information about me.

**授權書**

本人現授權基督教懷智服務處向本人前/現任僱主或諮詢人查詢有關本人的工作紀錄、表現或薪酬之資料，並不會向提供資料的人士或機構追究任何責任。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | HKID No. |  |
| 簽署: |  |  | 身份証號碼: |  |
|  |  |  |  |  |
| Name of Applicant |  |  | Date |  |
| 申請人姓名: |  |  | 日期: |  |