



# Job Application Form 職位申請表

- Notes: (1) Please complete every item in block letters. If applying via email, you can leave the signature for "Declaration" until being invited for an interview.  
備註 請用正楷填寫各項。如以電郵方式申請，申請人可無須簽署後頁「聲明」的部份，直至獲邀面試時才補回簽署。
- (2) The information provided will be used for appointment and other employment-related purposes. It may be provided to departments/agencies authorised to process the information for purposes relating to appointment.  
申請人所提供的資料，將用在招聘和其他與聘用相關的事宜上。有關資料可能會送交獲授權處理申請人的資料的部門/機構，以便進行和聘用有關的事宜。
- (3) You should provide all information as requested and your statements should be clear that you have the minimum qualifications, training, experience or other requirements specified for the job. You should also provide the proofs of your statements.  
申請人必須提供所需的所有資料，和所填寫的資料須清楚顯示申請人具有職位所規定最基本的學歷、訓練、經驗或其他條件，並能出示證明文件的正本。
- (4) For correction of or access to personal data after submission of this application, please contact the service supervisor of the recruiting service as specified in the vacancy advertisement, a reasonable fee may be charged to you for processing any data access request.  
提交申請表後，如欲更改或查詢個人資料，請和職位空缺廣告內列出的服務單位負責人聯絡，本機構可能為此向閣下收取合理費用。
- (5) If this application is not successful, Hong Kong Christian Service may retain your personal data for a maximum period of one year from the date of rejection of job application.  
如職位申請不獲接納，本機構亦會保存申請人的個人資料最多為不獲接納日期起計一年。

Position Applied 申請職位名稱	Ref. No. 參考編號
Service Unit 服務單位	
Please indicate if you had been, are or will be employed at other services units of our agency. If yes, please provide details. 請註明申請人是否於過去、現時或將會在本處的其他服務單位任職，如是，請註明詳情： <input type="checkbox"/> 否 <input type="checkbox"/> 是 (請提供以下資料)	
Service Unit 服務單位	Employment Period 任職時段
Position 職位	
If you do not wish to transfer this form to the other services units, please tick in the box. 如申請人不願意這職位申請表轉移至機構的其他服務單位，請在 <input type="checkbox"/> 加 X	

## Personal Particulars 個人資料

Name in English 英文姓名 (姓氏 Surname)	Name in Chinese 中文姓名 (名字 Other Name)
HK Identity Card/Passport Number 香港身份證號碼/護照號碼	Sex 性別 Date of Birth 出生日期
Correspondence Address 通訊地址	Contact Number 聯絡電話

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

Schools, Colleges, Universities, etc. attended / attending 曾經/現正就讀的學校、學院和大學	Period (Year/Month) 就讀日期(年/月)		Academic Qualifications attained / to be attained 已/將獲取的學歷
	From 由	To 至	

## Public Examination Results (Please start with the latest results) 公開考試成績 (請由最近的成績開始)

Issuing Authority 頒發機構 (e.g. Hong Kong Exam & Assessment Authority 香港考試及評核局)	Date Issued (Yr/Mth) 獲取日期 (年/月)	Public Examination 公開考試 (e.g. Hong Kong Diploma of Secondary Education Exam)	Subjects and results attained 科目及成績 (e.g. Chin Lang (4), Eng Lang (Syl B) (C), Image Design (Attained))

## Professional Qualifications / Memberships (Please start with the latest qualification attained) 專業資格 (請由最近獲取的專業資格開始)

Institute / Association 機構/組織	Year of Attainment 獲取日期	Professional Qualifications / Memberships Attained 已獲取的專業資格

Employment record (Please start with the present or latest employment) 工作經驗 (請由現在或最近之工作經驗開始)

Name of Firms/Agency 公司/機構名稱	Position held 職位	Dates (Year/Month/Day) 日期(年/月/日)	
		From 由	To 至

Fieldwork Placement (Please start with the latest fieldwork placement) (if any) 實習詳情 (請由最近的實習詳情開始) (如有)

Name of Agency 機構名稱	Nature of work 工作性質	Fieldwork Supervisor 實習導師	Dates (Year/Month) 日期(年/月)	
			From 由	To 至

Voluntary Service 義務工作/社團經驗

Name of Agency 機構名稱	Nature of work 工作性質	Dates (Year/Month) 日期(年/月)	
		From 由	To 至

Other Skills and Techniques 其他技術或特長

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Why do you choose to apply for employment with HKCS?

為何選擇申請香港基督教服務處職位?

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Referee (Either one should be your immediate supervisor(if any); another one should be acquainted with your working history/character)\*

諮詢人 (其中一名須為申請人的直屬上司(如有);另一位為熟識你工作背景/性格的人)\*

Name 姓名	Relations 關係	Address 地址	Telephone No. 電話

\* I confirm that I have obtained the prior consent of the reference 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。

Current / Last Salary (Please provide proof) 現時/離職前薪金(請提供證明)	Expected Salary 薪金要求	Availability 可到職日期

Declaration 聲明

<p>I declare that the information given above is correct. I understand that if I willfully give any false information, or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of Hong Kong Christian Service.</p> <p>本人證明以上所報資料屬實。若有故意虛報或隱瞞事實，即使已獲香港基督教服務處錄用，亦有遭解僱的可能。</p>	
<p>Signature of Applicant : 申請人簽署 : _____</p>	<p>Date : 日期 : _____</p>