

香港房屋委員會
合約/臨時職位申請書

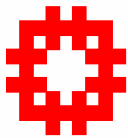
Application Form for Contract/Temporary Post in
Hong Kong Housing Authority

申請人須知
Notes for Applicants

申請人填寫申請書時，請參考以下指引。

The following notes give guidance on how to complete the application form.

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- (a) 申請人須填妥申請書各項，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，隨申請書附上。
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.
- (b) 申請人如未能提供全部所需的資料，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的最起碼學歷、訓練、經驗或其他條件，或沒有簽署 F 部的聲明，申請將不獲處理。
Your application will not be processed 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 or if you do not signify your consent in Section F.
- (c) 申請人所提供的資料，將用於招聘香港房屋委員會僱員和其他與聘用有關的事宜上。有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，以便進行與聘用有關的事宜（例如學歷評審、體格檢查、操守審查及索取僱主推薦書等）。招聘程序完成後，未獲取錄申請人的資料如已無須保留，將全部銷毀。
The information provided will be used for appointment to the Hong Kong Housing Authority and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination, integrity checking and employer reference etc. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.
- (d) 申請人若為在職或已離職政府/香港房屋委員會僱員，香港房屋委員會會索取他們在政府/香港房屋委員會工作期間的工作表現記錄，以供遴選委員會及處理聘任事宜的職員查閱。
For serving or ex-government/Hong Kong Housing Authority officers, the Hong Kong Housing Authority will call for their performance records with the Government/Hong Kong Housing Authority for the scrutiny of the Selection Board and other staff handling appointment matters.
- (e) 申請人如持有本港以外學府所頒授的學歷及/或專業資格，請隨申請書夾附有關當局所頒發的文憑/證書或其他學歷證明文件，以及成績單副本。為了方便進行評審學歷的工作，申請人在取得上述的學歷前，如已獲取其他學歷，亦應盡可能提供有關學歷的資料/文件。請勿附上任何文憑/證書或其他學歷證明文件的正本。
For applicants holding academic and/or professional qualifications obtained from institutions outside Hong Kong, please attach copies of your diplomas/certificates or other qualification documents and transcripts of studies to the application form. To facilitate assessment of qualifications, information/documents on the other qualifications obtained prior to the aforesaid qualifications held should also be supplied as far as possible. Do not send any originals of diplomas/certificates or other qualification documents.
- (f) 申請人應保留一份填妥的申請書副本，以備參考。
You are advised to make a photocopy of the completed application for your own reference.
- (g) 提交申請書後，如欲更改或查閱個人資料，請與以下組別聯絡 -
(i) 合約職位 - 房屋署委任分組
(ii) 臨時職位 - 招聘廣告所列負責收取申請書的組別。
For correction of or access to personal data after submission of the application form, please contact -
(i) For contract post - the Appointments Sub-section of Housing Department
(ii) For temporary post - respective section (as stated in the advertisement) to which the application was sent.



申請書收獲函
ACKNOWLEDGEMENT OF APPLICATION

我們已經收到你的職位申請書，現正予以處理。若我們決定進一步考慮你的申請，會另行通知你。

Your application for employment has been received and is now being studied. If it is decided to consider you further for appointment, another letter will be sent to you.

Contract 合約 / Temporary 臨時 (delete as appropriate) (把不適用者刪去)

申請職位名稱

Title of job applied for

(請只填寫一個職位)

(Please fill in one job title only)

申請人編號 Candidate No.	提交申請書後，如欲更改或查閱個人資料，請與以下組別聯絡 - (i) 合約職位 - 房屋署委任分組 (ii) 臨時職位 - 招聘廣告所列負責收取申請書的組別。 For correction of or access to personal data after submission of the application form, please contact (i) For contract post - the Appointments Sub-section of the Housing Department (ii) For temporary post - respective section (as stated in the advertisement) to which the application was sent.
(只供本署填寫 For official use only)	

姓名
Name

(請填寫你的姓名和通訊地址)
(Please fill in your name and
correspondence address)

通訊地址
Correspondence
Address

姓名
Name

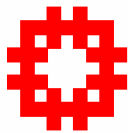
(請填寫你的姓名和通訊地址)
(Please fill in your name and
correspondence address)

通訊地址
Correspondence
Address

姓名
Name

(請填寫你的姓名和通訊地址)
(Please fill in your name and
correspondence address)

通訊地址
Correspondence
Address



香港房屋委員會
合約/臨時職位申請書

Application Form for Contract/Temporary Post in
Hong Kong Housing Authority

申請書填妥後請交回以下地址：

合約職位申請書 - 九龍何文田佛光街 33 號香港房屋委員會總辦事處委任分組

臨時職位申請書 - 招聘廣告中所列的地址

Please return the completed application form to the following address :

For contract post - Appointments Sub-section, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon

For temporary post - address as stated in the relevant advertisement

請在適當方格內加上“✓”號 Tick as appropriate

* 將不適用者刪去 Delete where inappropriate

Contract 合約 / Temporary 臨時 *	申請人編號 Candidate No. (此欄只供本署填寫 For official use only)
申請職位名稱 Title of job applied for	

A 部 Section A

個人資料 Personal Particulars

英文姓名
Name in English

姓 Surname	名 Other names
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中文姓名
Name in Chinese

中文姓名電碼
Chinese Name in Code

出生日期
Date of Birth

(日 DD / 月 MM / 年 YY)	性別 Sex	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>
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香港身分證號碼
Hong Kong Identity Card No.

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護照/旅行證件號碼
Passport/Travel Document No.

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簽發機關
Issuing Authority

(本欄供沒有香港永久性居民身分證的申請人填寫)
(For candidates without Hong Kong permanent identity card)

你是否香港特別行政區永久性居民?
Are you a permanent resident of the Hong Kong Special Administrative Region?

是 Yes 否 No

(如對香港特別行政區永久性居民身分有任何疑問，可致電入境事務處居留權查詢熱線：2824 4055)
(If in doubt, you are advised to make enquiry about your eligibility for the permanent resident status in the Hong Kong Special Administrative Region through the Immigration Department Right of Abode Enquiry Hotline 2824 4055.)

住址 Residential Address
(英文) (in English) :

(中文) (in Chinese) :

通訊地址(如與上址不同) Correspondence Address (if different from the address given above)

(英文) (in English) :

(中文) (in Chinese) :

日間聯絡電話/傳呼機
Daytime Contact Telephone Number/Pager _____

住宅電話
Residential Telephone Number _____

電郵地址
E-mail Address _____

教育程度 (按接受教育的日期順序列出) Education (in chronological order)				
曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	就讀班級 Class Attended/Attending	上課方式 (例如:全日制) Mode of Attendance (e.g. Full-time)	就讀日期 (日/月/年) Date (Day/Month/Year)	
			由 From	至 To

學歷/專業資格 - 請提供所獲/將獲取學歷/專業資格的詳情(按考獲資格的日期順序列出)。申請人如持有本港以外學府所頒授的學歷及/或專業資格,請隨申請書夾付有關當局所頒發的文憑/證書或其他學歷證明文件,以及成績單副本。

Academic/Professional Qualification Attainment - Please provide details of academic/professional qualifications obtained/to be obtained (in chronological order). For academic and/or professional qualifications obtained from institutions outside Hong Kong, please attach copies of your diplomas/certificates or other qualification documents and transcripts of studies.

	科目 Subject	等級 Grade	年份 Year	科目 Subject	等級 Grade	年份 Year	科目 Subject	等級 Grade	年份 Year
香港中學會考 HKCEE	中國語文 Chinese Language								
	英國語文 (課程甲/乙*) English Language (Syllabus A/B*)								
	數學 Mathematics								
香港高等程度會考 HKHLE									
香港高級程度會考/ 香港高級補充程度會考 HKALE(AL)/HKASLE(AS)	英語運用 Use of English	(AL/AS*)			(AL/AS*)			(AL/AS*)	
		(AL/AS*)			(AL/AS*)			(AL/AS*)	

其他資歷 (例如:文憑/學位/ 專業或學術團體成員身分) Other Qualifications (e.g. Diploma/Degree/Membership)	學院/頒發機構 Institute/Issuing Authority	選修科目 (主修、副修) Subjects Taken (Major, Minor)	考獲成績 (等、級) Level Attained (Class, Division)	頒發日期 Date of Issue

(此欄只供本署填寫) (For official use only)

學徒訓練合約 (申請人如為學徒,而其學徒訓練合約已在職業訓練局學徒事務署註冊,則須填寫此欄。)
Contract of Apprenticeship (to be completed by a candidate who is an apprentice under a contract of apprenticeship which has been registered with the Office of the Director of Apprenticeship, Vocational Training Council.)

受訓行業 Type of Trade	提供學徒訓練的機構 Name of Organisation to which Apprenticed	合約有效期 Validity Period of Contract 日期 (日/月/年) Date (Day/Month/Year)	
		自 From	至 To

C 部 Section C

你是否在職政府/香港房屋委員會僱員？

Are you a serving officer in the government/Hong Kong Housing Authority?

是 否
Yes No

如屬在職政府/香港房屋委員會僱員，請說明：現時職級

If yes, please state:

Present Rank _____

現職部門

Present Department _____

D 部 Section D

你在政府/香港房屋委員會任職期間，曾否有任何違反紀律的記錄？（只供在職或已離職政府/香港房屋委員會僱員填寫）是 否

Do you have any previous record(s) of disciplinary offence whilst in employment with the Government/
Hong Kong Housing Authority? (For serving or ex-government/Hong Kong Housing Authority officer only)

Yes No

如有，請列明詳情

If yes, please give details _____

(註：即使申請人曾有違反紀律的記錄，香港房屋委員會不一定因此而不予錄用。)

(Note: A record of disciplinary offence is not necessarily a barrier to appointment)

E 部 Section E

可上任日期 (日/月/年)

Date Available (day/month/year) _____

現時月薪 (如適用)

Present monthly salary (if applicable) \$ _____

要求月薪

Expected monthly salary \$ _____

F 部 Section F

本人明白倘若故意虛報資料或隱瞞重要事實，即使已獲香港房屋委員會錄用，亦可遭解僱。

I understand that if I wilfully give any false information in this application form or withhold any material information, I shall render myself liable to dismissal if appointed to the service of the Hong Kong Housing Authority.

本人同意，香港房屋委員會可就進行與招聘工作及僱用有關的事宜及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢透露任何有關記錄及資料（包括在提出聘任前，向本人的現時及/或前僱主索取僱主推薦書；向有關當局/機構/醫護人員索取本人的體格檢查報告、醫事委員會報告或診療記錄，並將有關資料送交其他當局/機構/醫護人員；以及向有關院校/機構查詢本人的學歷/專業資格和索取有關記錄，並將有關資料送交其他當局/機構進行學歷評審）。

I consent to the Hong Kong Housing Authority making any necessary enquiries for purposes relating to recruitment by and employment with the Hong Kong Housing Authority and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).

本人明白並同意，上述資料會送交獲授權處理香港房屋委員會職位申請人資料的部門/機構，以便進行與招聘有關的事宜（例如學歷評審、體格檢查、操守審查及索取僱主推薦書等）。

I understand and accept that the information given above will be provided to departments/agencies authorised to process the information for purposes relating to appointment to the Hong Kong Housing Authority e.g. qualifications assessment, medical examination, integrity checking and employer reference, etc.

本人明白並同意，若本人曾在政府/香港房屋委員會工作，香港房屋委員會會索取有關的工作表現記錄，以供遴選委員會及處理聘任事宜的職員查閱。

I understand and accept that the Hong Kong Housing Authority will call for my performance records in connection with any of my employment within the government/Hong Kong Housing Authority for the scrutiny of the Selection Board and other staff handling appointment matters.

日期 Date _____

簽署 Signature _____