

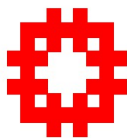
香港房屋委員會  
合約/見習/定期項目員工職位申請書  
Application Form for Contract/Graduate/Term Staff Post in  
Hong Kong Housing Authority

申請人須知  
Notes for Applicants

申請人填寫申請書時，請細心閱讀以下指引。

Please read the following notes carefully when completing the application form.

- (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 G 部的聲明，申請將不獲受理。  
Your application will not be considered if you fail to provide all information as requested, or it is not clear from the provided information 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 G.
- (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) 遞交申請書後，如欲更改或查閱個人資料，請與招聘廣告所列負責收取申請書的組別聯絡。  
For correction of or access to personal data after submission of the application form, please contact the respective section (as stated in the advertisement) to which the application was sent.
- (h) 香港房屋委員會可能會以申請人於本申請書中所提供的電郵地址作聯絡之用及/或（如認為合適）向該電郵地址發出聘書。申請人應經常及定期查閱有關的電郵帳戶（包括垃圾郵件箱、群發郵件箱及雜件郵箱）。如申請人未能及時依照香港房屋委員會所發出的電郵指示行事，有關申請書將不獲受理或任何已發出的聘書將自動失效。  
Hong Kong Housing Authority may communicate and/or, if deemed fit, offer appointment to you via the email address provided in this application form. You are advised to frequently and periodically check your email account (including the folders for spam, bulk and junk mails). If you fail to act in time in accordance with any email instructions from the Hong Kong Housing Authority, your application will not be considered or any offer of appointment will automatically lapse.



申請書認收覆函  
ACKNOWLEDGEMENT OF APPLICATION

我們已經收到你的職位申請書，現正加以審閱。若我們進一步考慮你的申請，則會另行發信/電郵通知你。

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

**Contract 合約 / Graduate 見習 / Term Staff 定期項目員工**  
(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)

提交申請書後，如欲更改或查閱個人資料，請與招聘廣告所列負責收取申請書的組別聯絡。

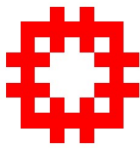
For correction of or access to personal data after submission of the application form, please contact the respective section (as stated in the advertisement) to which the application was sent.

(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



香港房屋委員會  
合約/見習/定期項目員工職位申請書

Application Form for Contract/Graduate/Term Staff Post in  
Hong Kong Housing Authority

申請書填妥後請交回招聘廣告中所列的地址。

Please return the completed application form to the 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

申請職位名稱 Title of job applied for	申請人編號 Candidate No. (此欄只供本署填寫 For official use only)
How did you learn about this vacant position? (e.g. Name of newspaper or website) 從何得悉本職位空缺 (例: 報章或網站名稱)	

A 部 Section A

個人資料 Personal Particulars	
英文姓名 Name in English	<input type="text"/>
姓 Surname	名 Other names
中文姓名 Name in Chinese	中文姓名電碼 Chinese Name in Code
出生日期 Date of Birth	性別 Sex
<input type="text"/>	男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/>
(日 DD / 月 MM / 年 YY)	
香港身分證號碼 Hong Kong Identity Card No.	出生地點 Place of Birth
<input type="text"/>	<input type="text"/>
護照/旅行證件號碼 Passport/Travel Document No.	簽發機關 Issuing Authority
<input type="text"/>	<input type="text"/>
(本欄供沒有香港身分證的申請人填寫) (For candidates without Hong Kong 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 <input type="checkbox"/> 否 No <input type="checkbox"/>
(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 6111) (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 6111.)	
住址 Residential Address	
(英文) (in English) : <input type="text"/>	
<input type="text"/>	
(中文) (in Chinese) : <input type="text"/>	
<input type="text"/>	
通訊地址(如與上址不同) Correspondence Address (if different from the address given above)	
(英文) (in English) : <input type="text"/>	
<input type="text"/>	
(中文) (in Chinese) : <input type="text"/>	
<input type="text"/>	
流動電話 Mobile Phone Number	住宅電話 Residential Telephone Number
<input type="text"/>	<input type="text"/>
電郵地址 E-mail Address	<input type="text"/>

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、大學等 Schools, Colleges, Universities, etc. Attended/Attending	就讀班級/課程及已獲取/將獲取的學歷 (例如：中六；副學士；學士學位；碩士學位) Class/ Programmes Attended/ Attending and Qualification Obtained/ to be Obtained (e.g. Secondary 6; Associate Degree; Bachelor's Degree; Master's Degree)	如屬專上學歷，請註明已獲取/將獲取的學歷詳情 [例如：副社會科學學士；榮譽文學士 - 二級榮譽甲等 (主修：地理、副修：歷史)] For post-secondary qualification, please specify details of the Qualification Obtained / to be Obtained [e.g. Associate of Social Science; Bachelor of Arts (Honours) - Second Class Div I (Major: Geography, Minor: History)]	上課方式 (例如：當地院校全日/兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	就讀日期 (日/月/年) Date (Day/Month/Year)	
				由 From	至* To

\* 申請人如未畢業，請列明預計畢業日期 (月/年)。  
Please specify the expected date (Month/Year) of graduation if not yet graduated.

**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
香港中學文憑考試 HKDSEE	中國語文 Chinese Language								
	英國語文 English Language								
	數學(必修部份/延伸部份*) Mathematics (Compulsory Part/Extended Part*)								
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*)	
持有的專業資格/其他資歷 (例如： 專業或學術團體成員身分) Professional Qualification/ Other Qualifications (e.g. Membership)	頒發機構全名 Full Name of Issuing Authority		已達到/將達到的程度 Level Attained/ to be Attained				獲取/將獲取 資格的日期 (日/月/年) Date Obtained/ to be Obtained (Day/Month/Year)		

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截至目前為止的全部就業詳情 (包括以前受僱於政府的資料和兼職資料) (按任職的日期順序列出) Full Employment Record to date (including past government employment and part-time job) (in chronological order)								
機構/政府部門名稱 Name of Firm/ Government Department	全職 Full-time	兼職 Part-time	職位 Position Held	工作性質 Nature of Work	日期(日/月/年) Date(Day/Month/Year)		年期 Years	離職原因 Reason for leaving
					由 From	至 To		
(此欄只供本署填寫) (For official use only)					全職工作年數 Total full-time employment (years)			

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)	
		由 From	至 To

**B 部 (可選擇是否填寫) Section B (Optional)**

你是否殘疾人士 Are you a candidate with disability?

是  否   
Yes No

如為殘疾人士，請註明殘疾性質及程度

If yes, please indicate nature and degree of disability \_\_\_\_\_

請註明在參加考試/面試時，是否需要特別的安排

Please specify whether you need special arrangement for taking the examination/ attending an interview

考試 是 否 如需特別考試安排，請列明有關要求  
Examination Yes  No  If yes, please specify the arrangement  
required for examination \_\_\_\_\_

面試 是 否 如需特別面試安排，請列明有關要求  
Interview Yes  No  If yes, please specify the arrangement  
required for interview \_\_\_\_\_

(註：香港房屋委員會在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的聘任相關安排，香港房屋委員會可能要求提交醫生證明其為殘疾人士。)

(Note: Candidates with disabilities are considered on equal terms with other applicants. The Hong Kong Housing Authority may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

**C 部 Section C**

你是否在職政府/香港房屋委員會僱員?

Are you a serving employee of 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**

你曾否經香港或香港以外的法庭判定有罪?

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?

是  否   
Yes No

如經判定有罪，請列明詳情

If yes, please give details \_\_\_\_\_

(註：請參閱《罪犯自新條例》(第 297 章)(該條例)。請特別留意該條例第 4(2)(c)條及附表所載的例外規定。該條例第 4(2)(c)條規定，第 2(1)及(1A)條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內。)

(Note: Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) ("the Ordinance"). Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance. Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance.)

**E 部 Section E**

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)

**F 部 Section F**

可上任日期 (日/月/年)

Date Available (Day/Month/Year) \_\_\_\_\_

現時基本月薪 (如適用, 不包括現金津貼及花紅等)

Present monthly base salary (if applicable, excluding cash allowance and bonus, etc.)

\$ \_\_\_\_\_

期望基本月薪

Expected monthly base salary

\$ \_\_\_\_\_

**G 部 Section G**

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 willfully 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/工作表現評核報告; 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)。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪記錄及詳情發放予有關政府部門/當局/機構。就我的職位申請, 我也同意當有需要時, 可套取我的指紋以核實我的犯罪記錄。

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/performance appraisal report(s) 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). I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/ authorities/ agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

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 \_\_\_\_\_