

懲教署兼職職位申請表

Application Form for Part-Time Employment with Correctional Services Department

申請人須知

Notes for Applicants

以下備註為填寫申請書提供指引：

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

- (a) 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 black ink.
- (b) 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.
- (c) 申請人必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。本署可能要求申請人就特定項目提供詳細資料，以支持兼職職位申請。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，或所寫的資料，未能清楚顯示申請人具備有關職位所規定的經驗或其他條件，申請書將不獲受理。
Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. You should particularly note that this Department may require you to provide specific details to support your application for the part-time post. 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 experience or other requirements specified for the job.
- (d) 申請人在本申請書內提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜。如有需要，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，用以進行與本署招聘工作及僱用有關的事宜，例如僱主推薦及操守審查等。在一般情況下，未獲取錄申請人的資料將於其落選日期後 12 個月全部銷毀。
The personal data provided in this form will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with this Department e.g. employer reference and integrity checking, etc. as may be necessary. Information on unsuccessful candidates will normally be destroyed 12 months after rejection of the candidate's application.
- (e) 提交申請書後，本申請書內所提供的資料如有任何更改時，申請人必須通知本署。如欲更改或查詢個人資料，或查詢與招聘有關的事宜，請與招聘廣告內列出的負責人聯絡。
You are required to notify this Department if there are any subsequent changes to the information provided after submission of the application form. For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the subject officer as specified in the recruitment advertisement.

學歷 (如持本港以外的學歷，請來附成績單及文憑副本。)

Academic Attainment (Please attach copies of transcripts and diplomas if your qualifications are obtained outside Hong Kong.)

公開考試成績 (按考試日期順序列出) **Public Examination Results** (in chronological order)
 請詳細列出已獲取的公開考試成績。申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。
 Please provide details of the public examination results obtained. Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

頒發機構 (例如：香港考試及評核局) Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (月/年) Date Issued (month/Year)	公開考試 (例如：香港中學會考) Public Examination (e.g. Hong Kong Certificate of Education Examination)	及格科目及成績* (例如：中國語文 (2)、英國語文 (課程乙) (C);) 請參閱招聘廣告內列出的入職要求填寫 Subjects Passed and Level Attained* (e.g. Chin Lang (2), Eng Lang (Syl. B)(C)) Please refer to the entry requirement stipulated in the recruitment advertisement when completing the item

截至目前為止的全部就詳情(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)
 申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。
 Your application will not be considered if you fail to provide all information requested in the recruitment advertisement

機構名稱 Name of Organisation	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)	
					由 From	至 To

如你現時或曾在政府任職，在政府任職期間曾否有任何違反紀律的紀錄?
 If you are serving or have ever served in the Government, do you have any previous record(s) of disciplinary offence whilst in employment with the Government?
 如有，請列明詳情
 If yes, please give details

是 否
 Yes No

(註：如申請人曾有違反紀律紀錄，本署不一定因此而不予錄用。)(Note : A record of disciplinary offence is not necessarily a barrier to the employment.)

電腦技能

Computer skills possessed

如果具備下列技能，請在適當的方格內加上✓號或加以說明。
 Please tick where appropriate or state the skills you possess in the space provided.

Software Application :

Word	<input type="checkbox"/>	中文輸入法(請說明) _____
Excel	<input type="checkbox"/>	_____
PowerPoint	<input type="checkbox"/>	_____

每分鐘中文打字速度 _____ 字

Other (please specify) _____

每分鐘英文打字速度 _____ 字

請提供可工作時段

Time slot available

請在適當的空格內加上 '√' 號以表示你能夠在該時段內工作

Please insert a '√' in the appropriate box to indicate which time slot you are available for duties

時間 Time	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday
0830 – 1230					
1330 – 1730					

B 部 (可選擇是否填寫) Section B (Optional)

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

如為殘疾人士, 請註明殘疾性質程度

If yes, please indicate nature and degree of disability _____

(註: 本署在遴選時對殘疾人士及其他申請人會一視同仁, 如殘疾人士經確認適合受僱於所申請的職位, 則會獲適度的優先錄用機會。申請人或需提交醫生證明為殘疾人士。)

(Note: Candidates with a disability are considered on equal terms with other applicants and will be given an appropriate degree of preference for employment if they are found suitable. Candidates may be required to produce medical proof of their disability.)

C 部 Section C

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貴署, 可令本人喪失獲貴署錄用的資格; 即使已獲貴署錄用, 亦可遭終止聘用。

I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify your Department of any subsequent change of information provided, it will render me liable to disqualification for employment by your Department or termination of employment, if already employed by your Department.

本人同意貴署可就進行與貴署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, 透露任何有關的紀錄及資料(其中包括, 在提出聘任前, 向本人的現行及/或前僱主索取一份僱主推薦書/工作表現評核報告, 以及向有關的政府部門/機構查詢本人的資格和索取有關紀錄, 及將有關資料送交其他政府部門/當局/機構進行評審)。

I consent to your Department making any necessary enquiries for purposes relating to recruitment by and employment with your Department and for the verification of the information given above. I authorize all government departments and other organizations 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 recurrent and/or previous employer(s) before offer of appointment and making enquiries from relevant government departments/institutions/agencies regarding my qualifications and obtaining relevant records and transferring of such data to other government departments/authorities/agencies for assessment).

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他組織或機構, 用以進行與貴署招聘工作及僱用有關的事宜, 例如僱主推薦及操守審查等。

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 by and employment with your Department e.g. employer reference and integrity checking, etc. as may be necessary.

日期 Date _____

簽署 Signature _____

(請在適當方格內加 "√" 號)
(Please insert a "√" in the appropriate box.)

申請書覆函

ACKNOWLEDGMENT OF APPLICATION

我們收到你的申請書，現正詳加審閱。若我們進一步考慮你的申請，則會致電與你聯絡

Your application for employment has been received and is now being studied. If it is decided to consider you further for appointment, we will contact you by phone.

申請職位名稱 (請只填寫一個職位)
Title of job applied for _____ (Please fill in one job title only)

申請人編號 (只供有關部門填寫)
Candidate No. _____ (Official use only)

姓名 (請填上你的姓名和地址)
Name _____ (Please fill in your name and address)

地址
Address _____

姓名
Name _____
地址
Address _____

(請填你的姓名和地址)
(Please fill in your name and address)

姓名
Name _____
地址
Address _____

(請填你的姓名和地址)
(Please fill in your name and address)