

懲教署退休後服務合約職位申請表

Application Form for Post-retirement Service Contract 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，或所填寫的資料，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上。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.

Application Form for Post-retirement Service Contract Employment with Correctional Services Department

Candidate No.

(只供有關部門填寫 Official use only)

申請職位名稱 Title of job applied for	退休後服務合約 懲教主任 Officer (Post-retirement Service Contract)
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名字	Other names
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中文姓名電碼
Chinese Name in Code

性別 男 女
Sex Male Female

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()[illegible][illegible]

住所電話
Residential Telephone Number

(請在適當方格內加“✓”號)
(Please insert a “✓” in the appropriate box.)

退休前職級 Last Position		職員編號 Staff No.	
最後上班日期 Last Date of Duty			
退休生效日期 Date of Retirement			
是否持有有效建造業安全訓練證明書[綠卡]？ Are you holding a valid Construction Industry Safety Training Certificate [Green Card]?	Yes <input type="checkbox"/> No <input type="checkbox"/>	有效期至 Valid thru :	
是否持有有效駕駛執照？ Are you holding a valid Hong Kong Driving License?	Yes <input type="checkbox"/> No <input type="checkbox"/>	有效期至 Valid thru :	
是否持有有效註冊 / 登記護士執業證明書？ Are you holding a valid Registered / Enrolled Nurse Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	有效期至 Valid thru :	
曾否擔任本署工程項目助理/退休後服務合約職員？ Have you been appointed as WPA/PRSC staff in CSD?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
能否說流利普通話或其他語言(請註明)？ Able to speak fluent Putonghua or other languages (please state)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

(請在適當方格內加 “✓” 號)
(Please insert a “✓” in the appropriate box.)

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 _____

(註：本署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，本署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. This Department 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

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 wilfully 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 current 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 _____