



## “Employment Services” Vacancy Order Form

Thank you for your support for rehabilitated offenders. Please complete the vacancy order form below and return to us with Business Registration Certificate **by fax (Fax No. 2598 1936) or by e-mail (caring\_employer@csd.gov.hk)**. For further information, please contact Rehabilitation Division at 2582 2939 / 2582 5043.

### Part I: Employer Information

1. BRC Number:		BRC Expiry Date:	
2. Company Name (Eng):		(Chi):	
3. Trade:		4. Size of Employment:	
5. Address (in BRC): (Eng): (Chi):			
6. Contact Person (Eng): *Miss / Ms / Mr		(Chi): *小姐/女士/先生	
7. Tel. No.:	8. Email Address:	9. Fax No.:	

### Part II: Vacancy Information

Job Title	:			
Job Duties	:			
No. of Vacancy(ies)	:			
Working Hours	:		Location	:
Requirement(s)	:			
Salary	:			
Valid Period**	:	<b>2 months</b>		
How do you know this scheme?		<input type="checkbox"/> Advertisement <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Friends <input type="checkbox"/> MSROC <input type="checkbox"/> Others(Please Specify): _____		
Do you agree us to refer the above information to NGOs which also provide services to rehabilitated offenders?				<b>*Agree / Disagree</b>

\* Delete where inappropriate.

\*\*Please contact Rehabilitation Division at 2582 2939 / 2582 5043 for special arrangement in valid period.

### **Part III: Declaration**

1. Our company / I \_\_\_\_\_ hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post \_\_\_\_\_, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement which in a material respect is false or misleading.
2. Our company / I shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to employee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage (SMW) rate. *(SMW becomes effective on 1 May 2011).*
3. The job applicant(s) to fill the post advertised in Correctional Services Department (hereunder CSD) is/are our company/my direct employee(s). The employee(s) is/are covered by the Employment Ordinance.
4. An Employees' Compensation Insurance Policy is taken out to cover the employee(s).
5. Arrangement for the employee(s) to join a registered MPF scheme will be made.
6. Our company / I will not solicit money in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from the applicant.
7. Our company / I have read the Points to Note of this vacancy order form, and agree to follow the terms and conditions.
8. Our company / I will not engage in selling of investment products which are regulated by the Securities and Futures Commission Ordinance, Securities and Futures Commission (SFC), unless our company is a SFC Licensed Person/ Registered Institution (if applicable).
9. Our company / I understand that the acceptance and display of this job order by CSD should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance. *(SMW becomes effective on 1 May 2011).*

Company Representative / Employer Co. Rep. / Employer (Full name in Block Letters):

\_\_\_\_\_

Signature / Company Chop: \_\_\_\_\_

Date: \_\_\_\_\_

## Points to Note

1. Before you fill in this form, you have to guarantee that the person recruited for the post is a direct employee of you / your company and would be subjected to the protection of the Employment Ordinance. You must also ensure that all activities carried out by you / your company are lawful and the information provided in the form(s) is true, correct and based solely on genuine recruitment needs.
2. Statutory Minimum Wage (SMW) becomes effective on 1 May 2011. You / your company should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the SMW rate in respect of any wage period in accordance with requirements of the ordinance. Correction Services Department (hereunder CSD) shall not accept and display job orders of which the wages offered do not meet the SMW rate. Please visit [www.labour.gov.hk/tc/news/mwo.htm](http://www.labour.gov.hk/tc/news/mwo.htm) for details of the ordinance and special arrangement for persons with disabilities provided for under the same ordinance.
3. Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees).
4. The terms of employment, entry requirements and job descriptions of the post must NOT violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the capability of the applicants and follow the relevant codes of practice against discrimination in employment. Please do not specify any requirements on the gender, age or race of the applicants or any other discriminatory terms. Otherwise, we will not accept or display your vacancy order.
5. When you collect personal data from the applicant (e.g. resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for the applicant to obtain Personal Information Collection Statement. The data collected from and further to this form will be used for purposes directly related to "Employment Services" or related lawful purposes, and may be transferred to related persons for those purposes. You have right to make written request for access to, correction of and deletion of personal data held about you. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website [www.pcpd.org.hk](http://www.pcpd.org.hk).
6. You / your company should arrange for the employee(s) to join a registered MPF scheme (if applicable).
7. You / your company must not solicit money in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from the applicant(s). Furthermore, we will not accept or display any vacancy orders which involve pre-employment or unpaid training.
8. You may be requested to produce relevant document(s) (e.g. Business Registration Certificate, Employees' Compensation Insurance Policy, Residential Address Proof, etc). If you fail to do so, we will not accept and display your vacancy order.
9. Please complete the form in black ink and block letters. Chinese version of vacancy order form will be provided on request.
10. Each vacancy order will remain valid for **2 months**. CSD will process your / your company's vacancy application as soon as possible upon receipt of the vacancy order form. You are not required to submit the same application during the vacancy processing stage or when the vacancy order is still valid. If you have changed your contact means or terms of employment, or if the vacancy is filled, please notify us immediately.
11. CSD has no obligation to prove whether the applicant is legally employer in Hong Kong. You should check carefully the identity documents of the applicants to confirm that they are legally employable in Hong Kong.
12. You should inform our Rehabilitation Division of the interview results as soon as possible in order to convey the results to the applicant.
13. CSD reserves the right to accept and display any vacancy provided by you to the applicant.
14. CSD reserves the right to take any appropriate action, including but not limited to suspension of the display of all your vacancies for investigation of complaints and other suspected irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.
15. For enquiries, please contact our Rehabilitation Division (Tel: 2582 2939 / 2582 5043; Fax: 2598 1936; Email: [caring\\_employer@csd.gov.hk](mailto:caring_employer@csd.gov.hk)).