



CONSUMER COUNCIL
消費者委員會
APPLICATION FOR EMPLOYMENT
職位申請書

Ref. No.
檔號

22/F., K Wah Center,
191 Java Rd., North Point HONG KONG
香港北角渣華道 191 號嘉華國際中心 22 樓

Please read the following notes before filling in the application form.

- (a) Please ensure that all parts of the form are completed and the information is accurate. Failure to provide any of the required particulars may affect processing of the application. If there is insufficient space, please give details on a separate sheet and attach it to the application form.
申請人須填妥申請書各項，並提供正確資料，求職者如不提供下列所需資料，可能會對處理申請有所影響。如空位不敷填寫，應另頁詳列有關資料，隨申請書附上。
- (b) The information provided will be used for recruitment and other employment-related purposes. Where necessary, it may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Consumer Council e.g. qualifications assessment, medical examination, employer reference, etc. After completion of the recruitment exercise, information on wait-listed candidates will be retained for not more than two years; and information on candidates found unsuitable for appointment will be destroyed.
申請人所提供的資料，將用於招聘工作及其他僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理該資料的其他組織或機構，用以進行與消費者委員會招聘工作及僱用有關的事宜，例如學歷評審，體格檢查，僱主推薦等。招聘程序完成後，如申請人獲列入候補名單，其資料將保留不超過兩年，而未獲取錄申請人的資料將全部銷毀。
- (c) For correction of or access to personal data after submission of this application form, please contact the Administration Division of the Consumer Council Office or the interviewing officer.
提交申請書後，如欲更改或查閱個人資料，請聯絡消費者委員會辦事處的行政部，或主持面試的職員。

Title of Job applied for 申請職位名稱				
Name in English 英文姓名		Name in Chinese 中文姓名		
Date of Birth 出生日期	Sex 性別	HK Identity Card/Passport No. 身份證或護照號碼		
Are you a permanent resident of Hong Kong Special Administrative Region? 你是否香港特別行政區永久性居民? Yes 是 No 否				
Address 地址			Day Time Contact No. 日間聯絡電話 :	
Email 電郵			Residence 住所電話:	
Education (in chronological order) 教育(按日期先後順序列出)				
Schools, Colleges, Universities, etc. attended 曾經/現在就讀之學校、學院及大學	Classes Attended/Attending 就讀班別	Mode of Attendance (e.g.Full/Part-time) 上課方式	Dates (Month/Year) 就讀日期	
			From 由	To 至
Academic Attainment (in chronological order) 學歷(按考取資格日期先後順序列出)				
Exact description of academic/professional qualifications held and issuing authorities with dates 明確列出學歷/專業資格與頒發機構及頒授日期		Subjects passed and levels attained (i.e. Grade, Pass, Credit, Class, Division, etc) 明確列出考獲科目及成績 (例如:等級、合格、良好等)		

Full employment record to date (in chronological order) 截至目前為止全部就業詳情(按任職日期先後順序開列)						
Name of Firm/Organisation 機構名稱	Organisation Add./Tel. 機構地址/電話	Position Held 職位	Nature of Work 工作性質	Salary per month 月薪	Date (Day/Month/Year) 任職日期	
					From 由	To 至
					/ /	/ /
					/ /	/ /
					/ /	/ /
					/ /	/ /
					/ /	/ /
					/ /	/ /
					/ /	/ /
					/ /	/ /
I am *willing/unwilling to work in outposts. 本人*願意/不願意在總辦事處之外工作		I am *willing/unwilling to do outdoor work. 本人*願意/不願意在戶外工作		Date available for appointment 何時可到本會就職		

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong? Yes 是 No 否
 你曾否經香港或香港以外的法庭判定有罪？

If yes, please give details
 如經判定有罪，請列明詳情

(*Note: Delete as appropriate)
 (*註：將不適用字句刪去)

I hereby declare that the above information is to the best of my knowledge accurate and complete. I understand that if I wilfully give any false information or withhold any material information, it will render me liable to disqualification for employment by the Consumer Council, or to dismissal if already employed by the Consumer Council.
 本人特此聲明以本人所知上述資料均屬真實。本人明白倘若故意虛報資料或隱瞞事實，可令本人喪失獲消費者委員會錄用的資格，即使已獲消費者委員會錄用，亦可遭解僱。

I consent to the Consumer Council making any necessary enquiries for purposes relating to recruitment by and employment with the Consumer Council 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, or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other 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).
 本人同意消費者委員會就進行與其招聘工作及有關僱用的事宜，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，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；向有關當局/機構/醫護人員索取本人的體格檢查報告、或診療紀錄，及將有關資料送交其他機構/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紀錄，及將有關資料送交其他機構進行學歷評審)。

I understand and accept that the information given above will be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Consumer Council e.g. qualifications assessment, medical examination, employer reference, etc. as may be necessary.
 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其他組織或機構，用以進行與消費者委員會招聘工作及有關僱用的事宜，例如學歷評審、體格檢查、僱主推薦等。

Date 日期：_____

Signature 簽署：_____