

**Employment Application Form 職位申請表****CONFIDENTIAL**Post Applied for
申請職位**I. PERSONAL PARTICULARS 個人資料**

Name in English 英文姓名	Name in Chinese 中文姓名	Titles 稱謂 <input type="checkbox"/> Mr.先生 <input type="checkbox"/> Mrs.太太 <input type="checkbox"/> Ms.女士 <input type="checkbox"/> Miss 小姐	
Nationality 國籍	Hong Kong Identity Card 香港身份證	Date of Birth 出生日期	
Correspondence Address 通訊地址			
Res. Tel. 住宅電話		Mobile 手提電話	
Languages & Dialects 語言及方言	Written 書寫		Spoken 口語

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷 (Secondary Education or above 中學或以上)

Dates (dd / mm / yy) (Please state if part-time) 日期 (日 月 年)		Schools, Colleges, etc. Attended 曾就讀之學校、學院及大學	Qualification 學歷程度	For Office Use
From 由	To 至			Copy Verified 已核對副本
Results of *HKCEE / HKDSE		Grade 等級		Grade 等級
*香港中學會考/文憑考試 成績		1. _____ ()	5. _____ ()	
		2. _____ ()	6. _____ ()	
		3. _____ ()	7. _____ ()	
		4. _____ ()	8. _____ ()	
Results of Hong Kong *Advanced/Higher Level Examination 香港*高級/高等程度 考試成績		Grade 等級		Grade 等級
		1. _____ ()	5. _____ ()	
		2. _____ ()	6. _____ ()	
		3. _____ ()	7. _____ ()	
		4. _____ ()	8. _____ ()	

**III. VOCATIONAL / PRACTICAL TRAINING 職業 / 專門技能訓練**

(apprenticeship or technical training 學徒或工業訓練)

Dates (dd / mm / yy) 日期 (日 月 年)		Nature of Training 訓練性質	Name & Address of Organization 受訓機構名稱及地址
From 由	To 至		

IV. OTHER SKILLS 其他技能

<input type="checkbox"/> Chinese Typing 中文打字 _____ words per minute 每分鐘字數	<input type="checkbox"/> English Typing 英文打字 _____ words per minute 每分鐘字數
<input type="checkbox"/> Computer Knowledge 電腦知識	

V. WORKING EXPERIENCE 工作經驗

(The latest experience first & indicate if it is a part-time position 先列最近者並註明是否兼職職位)

Dates (dd / mm / yy) 日期 (日 月 年)		Organization / Employer 服務機構 / 僱主	Position Held 職位	Duties 職責	Salary 薪酬
From 由	To 至				

Date Available

可以履職日期

Expected Salary

期望薪酬



V. DECLARATION 聲明

- | | Yes
是 | No
否 |
|--|--------------------------|--------------------------|
| 1 Have you ever been convicted of a criminal offence in Hong Kong or elsewhere?
你是否曾經在香港或其他地方被裁定干犯刑事罪行? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Are you involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police)?
你是否涉及任何在進行中的刑事訴訟或調查 (包括但不限於被警方逮捕或拘捕)? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please state the case and date of the case
如有, 請說明該案件及發生日期

I declare that the information given is correct and complete to the best of my knowledge and belief, and I understand that any willful mis-statement will render myself liable to immediate dismissal, if engaged. I understand that my application together with all materials I provided will be destroyed after the recruitment exercise when no longer required.

本人茲特聲明上述資料正確無訛, 並明白任何故意之虛報聲明將會導致本人被即時解僱。本人明白此申請表格及所附文件將在招聘工作完畢後予以銷毀。

I understand that my records will continue to be handled in accordance with the Personal Data (Privacy) Ordinance.

本人明白本人的個人資料會根據《個人資料(私隱)條例》的指引處理。

I consent to the making of any necessary enquiries for purposes relating to recruitment by and employment with LAM TAI FAI COLLEGE and for the verification of the information given above by LAM TAI FAI COLLEGE. I authorize LAM TAI FAI COLLEGE to release any record or information as may be required for these enquiries, including obtaining a performance appraisal report(s) from my current and/or previous employer(s), before offer of appointment.

本人同意林大輝中學可就進行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。本人授權林大輝中學可就這些查詢, 透露任何有關的記錄及資料, 包括在提出聘任前, 向本人的現行及/或前僱主索取工作表現評核報告。

I understand and accept the above terms and statements.

本人明白及同意以上細則和聲明。

Signature 簽名 _____

Date 日期 _____