



香港基督教青年會
YMCA OF HONG KONG
職位申請表
Job Application Form

保密 Confidential

申請職位 Position applied for: 第一選擇 1st Choice _____

第二選擇 2nd Choice _____ (如適用 if applicable)

期望薪金 Expected Salary: _____

最快可到職日期 Earliest date available: _____

Photo
(Optional)

(A) 個人資料 PERSONAL DATA

姓名 Name: (英文 English) _____ (中文 Chinese) _____ (先生 / 太太 / 女士 / 小姐)
姓 Surname 名 Other Names

*身份證/護照號碼 I.D. Card/Passport No.: _____ 香港永久性居民 HK Permanent Resident *是Yes / 否No

出生日期 Date of Birth: _____ 出生地點 Place of Birth: _____ 國籍 Nationality: _____

住址 Home Address: _____

住宅電話號碼 Residence Tel. No.: _____ 手提電話號碼 Mobile Phone No.: _____

電郵地址 Email Address: _____ 宗教 Religion: _____

(B) 學歷/訓練 EDUCATION / TRAINING (包括最近修讀之課程 including course current study)

就讀學校/機構名稱 Name of Secondary School/ College/University/Institution	年份 Period		就讀學科 Course Studied	最高程度 The highest Level Attained
	由 From (月MM/年YY)	至 To (月MM/年YY)		

a) 現在有否進修 Are you currently studying any course? *有Yes / 否No

若有, 請加以說明 If yes, please specify: _____

b) 電腦技能 (軟件) Computer skills (Software): _____

c) 其他技能 (請加以說明) Other skills (please specify): _____

d) 能操語言 Language(s) spoken: _____

* 請將不適用者刪去 * Please delete as appropriate

(C) 工作經驗 EMPLOYMENT HISTORY (由最近期之工作填起 Most recent first)

(會方專用 For Office Use Only)

(1) 服務期 Employment Period: _____ (月MM/年YY) 至 to _____ (月MM/年YY)

公司名稱 Company Name: _____

最後職位 Last Position: _____

最後薪金 Last Salary: _____

離職原因 Reason for Leaving: _____

(2) 服務期 Employment Period: _____ (月MM/年YY) 至 to _____ (月MM/年YY)

公司名稱 Company Name: _____

最後職位 Last Position: _____

最後薪金 Last Salary: _____

離職原因 Reason for Leaving: _____

(3) 服務期 Employment Period: _____ (月MM/年YY) 至 to _____ (月MM/年YY)

公司名稱 Company Name: _____

最後職位 Last Position: _____

最後薪金 Last Salary: _____

離職原因 Reason for Leaving: _____

(4) 服務期 Employment Period: _____ (月MM/年YY) 至 to _____ (月MM/年YY)

公司名稱 Company Name: _____

最後職位 Last Position: _____

最後薪金 Last Salary: _____

離職原因 Reason for Leaving: _____

(D) 其他資料 OTHERS

a) 興趣/ 嗜好 Hobbies: _____

b) 得悉申請此項工作之途徑 Sources of Application ?

() 介紹人 Introduced by _____

() 報章 Newspaper _____

() 其他, 請加以說明 Others, please specify _____

c) 有否於香港或其他國家觸犯任何罪行而被定罪 Have you been convicted of any offence in Hong Kong or elsewhere?

* 否 No / 有 Yes, 如有, 請加以說明 (Please specify) _____

(日期及犯罪性質 Date & nature of offence)

d) 是否有親友現於本會工作 Is/Are any family member(s)/ relative(s)/ friend(s) working in our association?

* 否 No / 有 Yes, 如有, 請加以說明 (Please specify) _____

(姓名及關係 Name & relationship)

e) 閣下曾否在本會工作 Have you ever been employed by our Association ?

* 否 No / 有 Yes, 如有, 請加以說明 (Please specify) _____

(服務期, 職位及部門 Period, position & department)

Personal Information Collection Statement for Recruitment and Employment-related Matters

- The collection of personal data is necessary in order to process and follow up on the application you submitted. Information collected from you will be used for the purpose of processing your application or other employment-related matters.
本會收集閣下的個人資料, 以處理及跟進其以填表方式提出的職位申請。本會所收集閣下的個人資料, 會用於處理閣下有關職位申請的要求或查詢。
- Providing full and complete information in your application and/or completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application. If you are using the application form, it should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
閣下應於申請表上填妥完整的資料以便本會作篩選用途。如閣下未能提供有關資料, 將可能影響閣下的申請結果。申請表請以正楷填寫。如有需要可以另紙補充。
- Information we collect about you is strictly confidential. Data may be provided to the appropriate departments in the Association for recruitment and employment-related purposes. We will not disclose any personal information provided in your application to any external bodies or organizations unless your consent have been received or we are required to do so by law.
本會所收集得的個人資料將會絕對保密。本會可將資料提供予有關部門作與職位申請有關的用途。除非獲得資料當事人同意或在法律強制下, 否則本會不會向外界機構或團體披露當事人在作出要求或查詢時所提供的任何個人資料。
- It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of not longer than twelve months. When there are similar vacancies in other departments during that period, we may transfer your application to them for consideration of employment. Thereafter, your application together with all material you provide will be disposed of.
除非特別列明, 本會一般會保留求職者於職位申請表所提供的資料十二個月。當本會的其他部門有合適空缺時, 閣下的個人資料可能會被轉交至有關部門以考慮閣下的職位申請。此後, 閣下的個人資料將會被銷毀。
- Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. We may charge you a fee before you can access the information. If you wish to do so, please write to **The Head of Human Resources, YMCA of Hong Kong, 41 Salisbury Road, Tsim Sha Tsui, Kowloon** or email to recruit@ymcakhk.org.hk.
根據《個人資料(私隱)條例》的規定, 資料當事人有權查閱及更正本會持有其個人的資料。本會或會在提供有關資料前收取費用。如欲查閱或更改本會所持有閣下的個人資料, 請郵寄至九龍尖沙咀梳士巴利道41號香港基督教青年會收或電郵至recruit@ymcakhk.org.hk。

本人證明上述填報資料真確無誤, 並同意授權香港基督教青年會向本人以往之僱主查詢本人以往之工作紀錄。本人亦明瞭如虛報資料將會被會方取消資格或受僱後亦被會方無需給予任何補償而即時解僱。

I certify that the information provided in this application form is accurate, true and complete, and agree to authorize YMCA of Hong Kong to check with my ex-employer (present Employer not included) about my past working history. I also understand that any misrepresentation may render my application being disqualified or dismissed immediately without compensation by the Association even if employed.

申請人簽署 Applicant's Signature _____

日期 Date: _____

() 請在適當處加“✓” Put “✓” as appropriate

* 請將不適用者刪去 * Please delete as appropriate