

香港考試及評核局 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

職位申請表

APPLICATION FORM FOR EMPLOYMENT

申請人須知:

Notes for Applicants:

- 在填寫此職位申請表前,請先閱讀本局的[收集個人資料聲明-招聘及僱傭]。
 - Please read the Authority's [Personal Information Collection Statement Recruitment and Employment] before completing the application form.
- 請就每一個職位申請提交一份職位申請表。
 - Please submit one application form for **each** post.
- 申請人必須填報申請表內要求提供的所有資料,申請人如有需要,可以附上詳細履歷。申請人如未具備有關職 位在招聘廣告上列明的最低要求,申請將不獲受理。
 - All applicants should complete all parts requested in the application form, where applicable. If needed, the applicant may attach a detailed curriculum vitae. If an applicant fails to meet the minimum requirements of the post as stated in the advertisement, the application will not be considered.
- 申請人現時毋須附上任何證書的正或副本 4.
 - Please do **not** send any originals or copies of certificates.
- 申請人如需本局確認已收到有關申請,請把已貼郵票的回郵信封連同填妥的申請表一併遞交。 5.
 - Should an acknowledgement of this application be required, please submit a stamped addressed envelope together with the completed application form.
- 6. 申請人或被考慮本局內其他合適職位空缺。
 - Applicants may be considered for other suitable posts in the Authority.
- 初步入選者將另獲通知。
 - Short-listed applicants will be notified in due course.
- 本局實施平等機會政策。如初步入選者有特殊需要,本局將盡量作出特別的考試/面試安排。

The Authority is an Equal Opportunity employer. We will attempt to give special arrangements for taking recruitment test/ attending an interview to those shortlisted candidates with special needs.

申請職位 Post applied for Centre Coordinator / Centre Assistant (Contract up to August 2023)

*曾任/現任香港考試及評核局常規員工。#			請問從何首先得悉本職位空缺?
*Former/ Serving HKEAA regular staff. #	是	否	How did you first learn of this vacancy?
	Yes	No	(例:期刊/報章/網站名稱 e.g. Name of journal/newspaper/website, etc.)

個人資料 PERSONAL PARTICULARS

姓氏 Surname	名字 Given nam	es
*博士/先生/夫人/女士/小姐		
* Dr/ Mr/ Mrs/ Ms/ Miss		
中文姓名 Name in Chinese	出生日期 Date of birth	*香港身分證號碼/護照號碼
		* Hong Kong Identity Card Number/ Passport No.
國籍 Nationality	如獲聘任,你需要申請香港的工作許	可證嗎?#
	If appointed, do you need to apply for Hon	g Kong work permit?# 需要 不需要
		而女 小而女 Yes No
住址 Home Address		
往址 Home Address		手提電話號碼 Mobile Phone No.
通知は11(上海上11丁目)Common and an a	a Address (if liff	在配電社 Desidential Dhone No.
通訊地址(如與上址不同)Correspondence	e Address (if different from the above address)	住所電話 Residential Phone No.
電郵地址 E-mail Address		日間聯絡電話 Daytime Phone No.
		,

^{*} 請刪去不適用者 Please delete as appropriate.

II 學歷 ACADEMIC ATTAINMENT

就學詳情 (請由最近期的就學詳情開始列出)

Ed	lucation (st	tarting with most recent program attended/ atten	ding)	
	月/年) mm/yy)	中學、學院、大學**	班級/課程及已獲取/將獲取的學歷 (例如:中一至中七;榮譽文學士-二級榮譽甲等 (主修:地理;副修:歷史))	全日制 (F)/ 兼讀制 (P)# Full-time (F)
,		Secondary Schools, Colleges, Universities, etc.**	Class/ Program and Qualification	Part-time (P)

Date (mm/yy)		中學、學院、大學** Secondary Schools, Colleges, Universities, etc.**	(例如:中一至中七;榮譽文學士 - 二級榮譽甲等 (主修:地理;副修:歷史)) Class/ Program and Qualification	兼讀制 (P)# Full-time (F)/ Part-time (P)#	
由 From	至 To	Secondary Schools, Coneges, Oniversities, etc.	Obtained/ to be Obtained (e.g. Secondary 1-7; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	F	P

2. 公開考試成績 (請由最近期考獲的公開考試成績開始列出)

Public Examination Results (starting with most recent public examination result attained)

頒發機構** (例如: 香港考試及評核局) Issuing Authority** (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (月/年) Date Issued _(mm/yy)	公開考試 (如:香港中學會考或其他國際認可考試) Public Examination (e.g. HKCEE or other international recognized examination)	所有科目及考獲等級 Level/ Grade Attained for All Subjects Taken

3. 專業資格 (請由最近期獲取/將獲取的專業資格開始列出)

Professional Qualifications (starting with most recent professional qualification obtained/ to be obtained)

持有的專業資格** Professional Qualifications**	頒發機構全名 Full Name of Issuing Authority	程度 Level	頒發日期 (日/月/年) Date Issued (dd/mm/yy)

^{***} 如非在香港請註明國家 State country if not in Hong Kong. # 請在適當的位置加上「✓」號 Please "✓" in the appropriate space.

III 工作經驗與技能 WORK EXPERIENCE AND SKILLS

	全職	年資 Total years 年 及			年 及	月的耆	P導/管理經驗		
				s), inclusive of				/manageri	ial level
	兼職	年 及	月						
		Year(s) &		s)					
2.	就業詳情(請	由現職或最近期	的工作經驗列	1出)					
	Full Employn	nent Record (start	ing with prese	ent or most recent e	mployment)			T .	
	日期(月/年) ^ 機構名稱 ^ Name of Employer ^			位 ^ on Held ^	Core D	上職責 uties and usibilities	全職 (F)/ 兼職 (P)# Full-time (F)/ Part-time (P)#		
由 From	至 To					•		F	P
110111	10								
		頁詳列有關資料。	a an a consusta	shoot				1	
	_	ce, please give detail	s on a separate	sneet.					
	電腦技能 # Computer Skill	s #							
	•	Word	Excel	PowerPoint	Access	中文打字	其他(Others (pl	(請說明) ease speci	
	認識 c knowledge								
熟悉 Fami									
(其他技能 Other Skills 青列出其他與本	- 職位有關的技能	 Please star 	te other skills relev	ant to the post.				

[^] 此欄必須填寫 This field is mandatory. # 請在適當的位置加上「✓」號 Please "✓" in the appropriate space.

IV 其他 OTHERS

1. 薪酬 Remuneration

结值 L	伦钼時	/晶 沂 * 丁	作的薪酬	Please state t	he remuneratio	n nackage in	vour current/	last* employment
祖坦	1/1/1/2017	/ BZ 3/1 ·	7 E H-1 2 H 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FIGURE STATE I	не теппинеганс	иг наскаче пг	vom carrean/	iasi - embiovinem

.,,,			<u> </u>
每月基本薪金	月數	花紅	其他固定津貼/福利 (請註明)
Monthly Basic Salary	No. of months per year	Bonus	Other Fixed Allowances/ Fringe Benefits (please specify)
	x 月 months		

2.	現職離職通知期 Notice required by current employer	
3.	諮詢人 Referees	
及 [*] Ple une	評核局會於得到閣下同意後聯絡諮詢人。 ease provide two referees (including you	雇主,如自僱或非在職,須填寫前僱主之資料)以評價閣下的工作紀錄及經驗。香港考 r current employer or the most recent employer if you are currently self-employed our employment record and experience. The Authority will only contact the referees with you
1.		職位 Position
	地址 Contact Address	
	與申請人關係 Relationship 電郵地址 E-mail Address	電話 Telephone No
2.	地址	職位 Position
	與申請人關係 Relationship 電郵地址	電話 Telephone No.
1.	聲明 Declaration	
1.	本人 *有/沒有 親屬在 貴局工作,他 I *have/ do not have relative(s) working i	/他們的姓名及與本人的關係如下: in this Authority, the name(s) in full and relationship with me is/ are as follow:
	姓名 Name 職位 Post	部門 Division/ Unit 與申請人關係 Relationship
2.	本人已閱讀並同意 貴局的[收集個人I have read and agree on the Authority's	資料聲明-招聘及僱傭]。 [Personal Information Collection Statement – Recruitment and Employment].
3.	有可能遭即時解僱。 I declare that the information given abov	真確。本人明白倘若故意虛報資料或隱瞒事實,即使已獲香港考試及評核局錄用,亦 e is true and correct. I understand that if I willfully give false information or withhold any elf liable to summary dismissal even if I am appointed by the Hong Kong Examinations

^{*} 請刪去不適用者 Please delete as appropriate.