



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。
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。
Should an acknowledgement of this application be required, please submit a stamped addressed envelope together with the completed application form.
- 申請人或可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
Assistant Officer –
Examinations Administration

申請職位編號 Reference Number
(Ref: IP/04/682)

*曾任/現任香港考試及評核局常規員工。#

*Former/ Serving HKEAA regular staff. #

是 否
Yes No

請問從何首先得悉本職位空缺？

How did you **first** learn of this vacancy? _____

(例：期刊/報章/網站名稱 e.g. Name of journal/newspaper/website, etc.)

I 個人資料 PERSONAL PARTICULARS

姓氏 Surname * 博士/先生/夫人/女士/小姐 * Dr/ Mr/ Mrs/ Ms/ Miss	名字 Given names	
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 Hong Kong work permit? #	<input type="checkbox"/> <input type="checkbox"/> 需要 不需要 Yes No
住址 Home Address	手提電話號碼 Mobile Phone No.	
通訊地址（如與上址不同）Correspondence 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.

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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**1. 相關工作經驗年資 Total years of relevant working experience :**

全職 _____ 年 及 _____ 月, 內含 _____ 年 及 _____ 月的督導/管理經驗
 Full Time: _____ Year(s) & _____ Month(s), inclusive of _____ Year(s) & _____ Month(s) at supervisory/managerial level

兼職 _____ 年 及 _____ 月
 Part-time: _____ Year(s) & _____ Month(s)

2. 就業詳情 (請由現職或最近期的工作經驗列出)**Full Employment Record** (starting with present or most recent employment)

日期(月/年) ^ Date (mm/yy) ^		機構名稱 ^ Name of Employer ^	職位 ^ Position Held ^	主要職責 Core Duties and Responsibilities	全職 (F)/ 兼職 (P)# Full-time (F)/ Part-time (P)#	
由 From	至 To				F	P

如空位不敷填寫，請另頁詳列有關資料。
 If there is insufficient space, please give details on a separate sheet.

**3. 電腦技能 #
Computer Skills #**

	Word	Excel	PowerPoint	Access	中文打字	其他(請說明) Others (please specify)
基本認識 Basic knowledge						
熟悉 Familiar						

**4. 其他技能
Other Skills**

請列出其他與本職位有關的技能。 Please state other skills relevant 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

請填上你現時/最近*工作的薪酬 Please state the remuneration package in your current/ last* employment

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

要求薪金(每月) Expected Salary (per month): _____

2. 現職離職通知期

Notice required by current employer _____

3. 諮詢人 Referees

請提供兩位諮詢人 (須包括申請人現時之僱主, 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。香港考試及評核局會於得到閣下同意後聯絡諮詢人。

Please provide two referees (including your current employer or the most recent employer if you are currently self-employed or unemployed) who are able to comment on your employment record and experience. The Authority will only contact the referees with your prior consent.

- 姓名 Name _____ 職位 Position _____
機構 Organization _____
地址 Contact Address _____
與申請人關係 Relationship _____ 電話 Telephone No. _____
電郵地址 E-mail Address _____
- 姓名 Name _____ 職位 Position _____
機構 Organization _____
地址 Contact Address _____
與申請人關係 Relationship _____ 電話 Telephone No. _____
電郵地址 E-mail Address _____

4. 聲明 Declaration

- 本人 *有/沒有 親屬在 貴局工作, 他/他們的姓名及與本人的關係如下:
I *have/ do not have relative(s) working in this Authority, the name(s) in full and relationship with me is/ are as follow:

姓名 Name	_____	部門 Division/ Unit	_____
職位 Post	_____	與申請人關係 Relationship	_____

- 本人已閱讀並同意 貴局的[收集個人資料聲明—招聘及僱傭]。
I have read and agree on the Authority's [Personal Information Collection Statement – Recruitment and Employment].
- 本人謹此聲明以上所提供之資料均屬真確。本人明白倘若故意虛報資料或隱瞞事實, 即使已獲香港考試及評核局錄用, 亦有可能遭即時解僱。
I declare that the information given above is true and correct. I understand that if I willfully give false information or withhold any material information, I shall render myself liable to summary dismissal even if I am appointed by the Hong Kong Examinations and Assessment Authority.

簽署 Signature: _____

日期 Date: _____