



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

兼職職位申請表
APPLICATION FORM FOR PART-TIME EMPLOYMENT

申請人須知:

- 在填寫此職位申請表前，請先閱讀載於末頁本局的[收集個人資料聲明－招聘及僱傭]。
- 請就**每一個**職位申請提交一份職位申請表。
- 申請人必須填報申請表內要求提供的**所有資料**，如有需要，申請人可以附上詳細履歷。申請人如未具備有關職位招聘廣告上列明的最低要求，**申請將不獲受理**。
- 申請人現時**毋須**附上任何證書的正或副本。
- 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。
- 申請人或可考慮本局內其他合適職位空缺。
- 初步入選者將另獲通知。
- 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。

Notes for Applicants:

- Please read the Authority's [Personal Information Collection Statement – Recruitment and Employment] on the last page of this form before completing the application form.
- Please submit one application form for **each** post.
- 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**.
- Please do **not** send any originals or copies of certificates.
- Should an acknowledgement of this application is required, please submit a stamped addressed envelope together with the completed application form.
- Applicants may be considered for other suitable posts in the Authority.
- Short-listed applicants will be notified in due course.
- 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 臨時文書處理員	請問從何 首先 得悉本職位空缺? How did you first learn of this vacancy? _____ (例：報章/網站名稱 e.g. Newspaper/website, etc.)
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I 個人資料 PERSONAL PARTICULARS

英文姓名 Name in English		中文姓名 Name in Chinese	
稱號 Title * 博士/先生/夫人/女士/小姐 * Dr/ Mr/ Mrs/ Ms/ Miss	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.	
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"/> 需要 Yes	<input type="checkbox"/> 不需要 No
住址 Home Address			
手提電話號碼 Mobile Phone No.	住所電話 Residential Phone No.	電郵地址 E-mail Address	

II 學歷 ACADEMIC ATTAINMENT

(請列出最高的學歷詳情) (Please state the highest qualification attained)

日期(月/年) Date (mm/yy)	中學、學院、大學 Secondary Schools, Colleges, Universities, etc.	已獲取的學歷(例如:文憑、副學士學位、學位等) Qualification Obtained (e.g. Diploma, Associate Degree, Degree, etc.)	主修科目/範疇 Major subject/ field of study	全日制 (F)/ 兼讀制 (P)# Full-time (F)/ Part-time (P)#	
				F	P
由 From	至 To				

III 工作經驗與技能 WORK EXPERIENCE AND SKILLS

1. 就業詳情 Employment Record

(請由現職或最近期的工作經驗列出) (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)#	
				F	P
由 From	至 To				

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

請在適當的位置加上「✓」號 Please "✓" in the appropriate space.

2. 急救訓練 First-aid Training

頒發日期 (日/月/年) Date Issued (dd/mm/yy)	頒發機構全名 Full Name of Issuing Organization	已獲取的資格 Qualifications Obtained

3. 電腦技能# Computer Skills

Word Excel PowerPoint Access 中文打字 英文打字 其他(請說明) Others(please specify) _____

IV 其他資料# OTHER INFORMATION#

1. 你曾否在考評局工作? Have you worked for the HKEAA?	<input type="checkbox"/> 有 Yes 部門/組 Division/Unit _____ 任期 Period _____	<input type="checkbox"/> 無 No
2. 你曾否經香港或外地的法庭判定有罪?(如經判定有罪,請提供有關資料。) Have you ever been found guilty of an offence in a court of law, whether or not in Hong Kong? (If yes, please supply necessary information.) (註:如申請人曾犯刑事案,考評局不一定因此而不予錄用。) (Note: A criminal conviction is not necessarily a barrier to appointment in the Hong Kong Examinations and Assessment Authority.)	<input type="checkbox"/> 有 Yes _____	<input type="checkbox"/> 無 No
3. 你或你的親屬/朋友有否報考或準備報考 本年度由本局主辦或協辦的公開考試: Have you or any of your relatives/friends registered or plan to sit for any public examinations conducted by/under the aegis of the HKEAA in the current year?	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 本人 Myself <input type="checkbox"/> 親屬/朋友 Relatives/Friends	<input type="checkbox"/> 無 No
香港中學文憑考試 Hong Kong Diploma of Secondary Education 教師語文能力評核 Language Proficiency Assessment for Teacher 全港性系統評估 Territory-wide System Assessment 其他公開考試(請說明) Other public exams. (Please specify)	考試日期 Exam. Date _____ _____ _____ ()	
4. 何時可開始為考評局工作? When will you be available to commence work with the Authority?	_____	
5. 請選擇可工作時間。 Please select your available working hour(s).	<input type="checkbox"/> 07:00 – 15:00 <input type="checkbox"/> 15:00 – 23:00	<input type="checkbox"/> 其他,請註明 Other, please specify _____
6. 請選擇可工作日子。 Please select your available working day(s).	<input type="checkbox"/> 星期一 Mon <input type="checkbox"/> 星期二 Tue <input type="checkbox"/> 星期三 Wed <input type="checkbox"/> 星期四 Thu <input type="checkbox"/> 星期五 Fri <input type="checkbox"/> 星期六 Sat <input type="checkbox"/> 星期日 Sun	
7. 請選擇可工作月份。 Please select your available working month(s).	<input type="checkbox"/> 四月 Apr <input type="checkbox"/> 五月 May	

V 聲明 DECLARATION

1. 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 follows: 姓名 Name _____ 部門 Division/ Unit _____ 職位 Post _____ 與申請人關係 Relationship _____
2. 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].
3. 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: _____

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

請在適當的位置加上「✓」號 Please "✓" in the appropriate space.

收集個人資料聲明

招聘及僱傭

1. 與職位申請有關的個人資料將會用於香港考試及評核局(本局)，以評定閣下是否適合擔當所應徵的職位。如適用，亦會用於決定閣下的薪酬、福利及其他聘用條款。為本局招聘及僱傭相關目的，如有需要，有關資料或會提供予部門/小組，及/或任何內部/外界已獲授權處理有關資料的人士。
2. 閣下有責任填報申請表內要求提供的所有項目以作遴選之用。如閣下未能提供所需的資料，或會妨礙本局處理和評選閣下的職位申請。
3. 於遞交申請表後，如閣下需要更改已提供的資料，必須儘快通知本局。
4. 未獲受聘的申請者的個人資料會被保留不多於兩年作日後參考。於保留期內，如本局有相近的職位空缺，本局或會移轉閣下的申請予個別的部門/小組考慮。資料保留期滿後，閣下曾提供的所有資料及申請表將會被銷毀。
5. 根據《個人資料(私隱)條例》，閣下查閱及/或更改閣下與職位申請有關的個人資料。如欲查閱或更改個人資料，請致函香港考試及評核局經理—人力資源(人力資源服務)，地址為香港灣仔軒尼詩道130號修頓中心13樓。按《個人資料(私隱)條例》的條款，本局有權向閣下收取合理的行政費用以處理查閱有關資料的要求。

Personal Information Collection Statement (PICS)

Recruitment and Employment

1. The personal data in relation to your application will be used by the Hong Kong Examinations and Assessment Authority (the Authority) to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package and other terms of employment, if applicable. It may be provided to divisions/units, and/or any internal/external parties, where applicable, authorized to process the information for purposes relating to the recruitment and potential employment with the Authority.
2. Completion of all items on the application form for employment is obligatory for selection purposes. Failure to provide these data may prevent the Authority from processing and assessing your application.
3. You are required to promptly notify the Authority if there are any changes to the information provided after submission of the application.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than two years. When similar vacancies in the Authority arise during the period, we may transfer your application to respective parties for consideration of employment. Thereafter, your application together with all materials you provide will be disposed of.
5. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Manager- Human Resources (Human Resources Services Team), Hong Kong Examinations and Assessment Authority, 13/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong. In accordance with the terms of the Ordinance, the Authority has the right to charge a reasonable fee for the processing of any data access request.