



申請職位 臨時行政助理  
Post applied for .....

備註 Notes:

申請人在本申請書所提供的資料，將用於招聘香港考試及評核局職員以及其他與聘用有關的事宜上；亦可能會送交有權審閱職位申請人資料的機構，以便進行學歷、健康，以及執法方面的審查工作。招聘程序完成後，未獲取錄申請人的資料如已無須保留，將全部銷毀。  
The information provided in this application form will be used for appointment to the Hong Kong Examinations and Assessment Authority and other employment-related purposes. It might be disclosed to agencies authorised to process the information for appointment e.g. education and health assessments, law enforcement. Information on all unsuccessful candidates will be destroyed after the exercise when no longer required.

個人資料 Personal Particulars

姓氏 Surname	名字 Other names	中文姓名 Name in Chinese
香港身分證號碼 H.K. Identity Card No.		中文姓名電碼 Chinese Name in Code
出生日期 Date of birth		性別 Sex
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region?		是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes No
住址 Home Address		住所電話 Residential Telephone No.
電郵地址 Email Address		日間聯絡電話 Daytime contact Tel. No.

教育 (按接受教育之日期順序列出) Education (in chronological order)

曾就讀之中學、學院及大學 Schools, Colleges, Universities, etc. attended	就讀班級 Classes attended	就讀日期(月/年) Dates (month/year)	
		由 From	至 To

學歷 (按考獲資格之日期順序列出) Academic attainment (in chronological order)

明確列出所獲學歷/專業資格與頒發機構和頒授日期 Exact description of academic/professional qualifications held and issuing authority with dates	明確列出考獲的科目和成績, 例如: 等級、及格、良好等。 Exact description of subjects passed and exact level attained i.e. Grade, Pass, Credit, Class, Division etc.

截至目前為止的全部就業詳情 (按任職之日期順序列出) Full employment record to date (in chronological order)

機構 (包括政府機構) 名稱 Name of Institutions (including Govt. Depts.)	職位及職責簡述 Position held with brief description of duties	日期 (月/年) Dates (month/year)	
		由 From	至 To

請回答以下問題：

Please answer the following questions:

1. 以前有否在考評局工作？

Have you worked for the HKEAA before?

有  
Yes

部門 Section \_\_\_\_\_

任期 period \_\_\_\_\_

無  
No

2. 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 registered or do you plan to sit for any public examinations conducted by/under the aegis of the Hong Kong Examinations and Assessment Authority in the current year ?

有  
Yes

考試日期 Exam. Date \_\_\_\_\_

香港中學文憑考試 HKDSE \_\_\_\_\_

全港性系統評估 Territory-wide System Assessment \_\_\_\_\_

教師語文能力評核 Language Proficiency Assessment \_\_\_\_\_  
for teacher

其他公開考試 (請說明) Other exams. (Pls. Specify) \_\_\_\_\_ ( )

無  
No

3. 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 any of your relatives or friends registered or plan to sit for any public examinations conducted by/under the aegis of the Hong Kong Examinations and Assessment Authority in the current year ?

有  
Yes

考試日期 Exam. Date \_\_\_\_\_

香港中學文憑考試 HKDSE \_\_\_\_\_

全港性系統評估 Territory-wide System Assessment \_\_\_\_\_

教師語文能力評核 Language Proficiency Assessment \_\_\_\_\_  
for teacher

其他公開考試 (請說明) Other exams. (Pls. Specify) \_\_\_\_\_ ( )

無  
No

4. 何時可開始為考評局工作？

When will you be available to commence work with the Authority? \_\_\_\_\_

5. 你曾否經香港或外地的法庭判定有罪？

Have you ever been found guilty of an offence in a court of law, whether or not in Hong Kong?

有 Yes  無 No  如經判定有罪，請提供有關資料。  
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.)

6. 你會否考慮兼職職位？

Will you consider to be employed on part-time basis?

會 Yes

不會 No

如是，請回答下頁問題：

If yes, please answer the questions on next page.

7. 請選擇可工作時間。(你可選擇一個或以上空格)  
Please select your available working hours. (You can choose more than 1 choice)

08:30 – 17:30       09:00 – 18:00

8. 請選擇可工作日子。(你可選擇一個或以上空格)  
Please select your available working days. (You can choose more than 1 choice)

星期一      星期二      星期三      星期四      星期五  
 Monday       Tuesday       Wednesday       Thursday       Friday

星期六      星期日  
 Saturday       Sunday

9. 請選擇可工作月份。(你可選擇一個或以上空格)  
Please select your available working months. (You can choose more than 1 choice)

一月      二月      三月      四月  
 January       February       March       April

五月      六月      七月      八月  
 May       June       July       August

九月      十月      十一月      十二月  
 September       October       November       December

10. 請選擇可工作地點。(你可選擇一個或以上空格)  
Please select your preferred working location(s). (You can choose more than 1 choice)

灣仔      新蒲崗      荃灣  
 Wan Chai       San Po Kong       Tsuen Wan

11. 你從何得知此職位?  
How did you learn of this vacancy?

\_\_\_\_\_ 報章廣告 Newspaper Advertisement

香港考試及評核局網站 HKEAA Website

勞工處 Labour Department

其他 Others \_\_\_\_\_

本人明白倘若故意虛報資料或隱瞞重要事實，即使已獲考評局錄用，亦有遭解僱的可能。本人同時授權有關政府部門或機構向香港考試及評核局提供與申請本職位及與聘用有關的個人資料。

I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of the Hong Kong Examinations and Assessment Authority. I also give my consent for the release of my personal data by relevant Government departments/agencies to the Hong Kong Examinations and Assessment Authority for employment-related purposes in connection with my application for the post stated in this form.

簽 署 Signature \_\_\_\_\_

日 期 Date \_\_\_\_\_

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

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