



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
Senior Personal Assistant

申請職位編號 Reference Number
(Ref: SGO/01/808)

*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.

Rev. 08/10 (Form A)

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

II 學歷 ACADEMIC ATTAINMENT

1. 就學詳情 (請由最近期的就學詳情開始列出)

Education (starting with most recent program attended/ attending)

| 日期(月/年) Date (mm/yy) | | 中學、學院、大學** Secondary Schools, Colleges, Universities, etc.** | 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)) Class/ Program and Qualification Obtained/ to be Obtained (e.g. Secondary 1-7; Bachelor of Arts (Honours) - Second Class Div I (Major: Geography, Minor: History)) | 全日制 (F)/ 兼讀制 (P)# Full-time (F)/ Part-time (P)# | |
|-------------------------|---------|---|---|--|---|
| 由 From | 至 To | | | 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

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: _____