

# 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:**

- 1. 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.
- 2. 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 <u>all parts</u> requested in the <u>application form</u>, 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, <u>the application will not be considered</u>.
- 4. 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.
- 5. 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.
- 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.
- 7. 初步入選者將另獲通知。
  - Short-listed applicants will be notified in due course.
- 8. 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 – Human Resources

### 申請職位編號 Reference Number

(Ref: HR/08/735)

*曾任/現任香港考試及評核局常規員工。# *Former/ Serving HKEAA regular staff. #	旦 是 Yes	□ 否 No	請問從何 <b>首先</b> 得悉本職位空缺? How did you <u>first</u> 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		名字 Given names	
* 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 bir	th	*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 ne	ed to apply for Hong I	Kong work permit? #
	11	117 6	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	m 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.
			,

<sup>\*</sup> 請刪去不適用者 Please delete as appropriate.

#### 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) 班級/課程及已獲取/將獲取的學歷 全日制 (F)/ 日期(月/年) 兼讀制 (P)# (例如:中一至中七;榮譽文學士-二級榮譽甲等 Date (mm/yy) Full-time (F)/ (主修:地理;副修:歷史)) 中學、學院、大學\*\* Part-time (P)# Secondary Schools, Colleges, Universities, etc.\*\* Class/ Program and Qualification 由 至 Obtained/ to be Obtained From To (e.g. Secondary 1-7; Bachelor of Arts (Honours) -F P Second Class Div I (Major: Geography, Minor: History))

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 <sub>(mm/yy)</sub>	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)

<sup>\*\*</sup> 如非在香港請註明國家 State country if not in Hong Kong.

<sup>#</sup> 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 全職			內含	年 及	月的省	P導/管理經驗		
				s), inclusive of				/manageri	ial level
	兼職	年 及	月						
		Year(s) &		s)					
2.	就坐详悟(ii	由現職或最近期	的工作經驗列	1 <del>4</del> ! )					
				nt or most recent e	mployment)			_	
	[月/年) ^ (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					respon		F	P
110111	10								
								,	
								,	
加売付	不動植寶, 詩写	頁詳列有關資料。							
		ce, please give detail	s on a separate	sheet.					
	電腦技能 # Computer Skill	s #							
		Word	Excel	PowerPoint	Access	中文打字	其他 Others (pl	(請說明) ease speci	
	に認識 c knowledge								
熟悉 Fam									
(	<b>其他技能</b> Other Skills 請列出其他與本	<b>-</b> 職位有關的技能	<ul><li>Please sta</li></ul>	te other skills relev	ant to the post.				

<sup>^</sup> 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 curre	ıt/ last*	employment
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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		

女小新	金(每月) Expected Salary (per month):	<del></del>
2.	現職離職通知期 Notice required by current employer	
3.	諮詢人 Referees	
及評 Plea une	F核局會於得到閣下同意後聯絡諮詢人。 use provide two referees (including your	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 current employer or the most recent employer if you are currently self-employed or remployment record and experience. The Authority will only contact the referees with your
1.	地址	職位 Position
	E-mail Address  g申請人關係 Relationship  電郵地址 E-mail Address	電話 Telephone No.
2.	姓名 Name 機構 Organization 地址 Contact Address	職位 Position
	與申請人關係 Relationship 電郵地址	電話 Telephone No.
4.	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 in 姓名 Name 職位 Post	他們的姓名及與本人的關係如下: n this Authority, the name(s) in full and relationship with me is/ are as follow:  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 above	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 e is true and correct. I understand that if I willfully give false information or withhold any lf liable to summary dismissal even if I am appointed by the Hong Kong Examinations
簽署	Signature:	日期 Date:

<sup>\*</sup> 請刪去不適用者 Please delete as appropriate.