

## 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.
- 3. 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, **the application will not be considered**.
- 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。

\*曾任/現任香港考試及評核局常規員工。#

\*Former/ Serving HKEAA regular staff. #

- 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。

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Yes

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.

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.)

## 申請職位 Post applied for

Officer – Information Technology (Application Development) (Contract up to 31 December 2022)

#### 申請職位編號 Reference Number

(Ref: IT/11/639)

I 個人資料 PERSONAL PARTICULARS					
姓氏 Surname	名字 Given names	S			
*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 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? #			
		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) Correspondenc	住所電話 Residential Phone No.				
•					
電郵地址 E-mail Address	日間聯絡電話 Daytime Phone No.				
	,				

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

<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)

Ec	Education (starting with most recent program attended/ attending)				
Date (	月/年) (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	兼讀制 Full-tin	(F)/ (P)# me (F)/ me (P)#
由 From	至 To	secondary sensors, coneges, enversures, etc.	Obtained/ to be Obtained  (e.g. Secondary 1-7; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	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)	頒發日期 (月/年)	公開考試 (如:香港中學會考或其他國際認可考試)	所有科目及考獲等級
Issuing Authority** (e.g. Hong Kong Examinations and Assessment Authority)	Date Issued (mm/yy)	Public Examination (e.g. HKCEE or other international recognized examination)	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「V」號 Please "\" in the appropriate space.

## III 工作經驗與技能 WORK EXPERIENCE AND SKILLS

<b>2.</b> 日期()	兼職 Part-time: 就業詳情(請 Full Employn	年 及 Year(s) & 由現職或最近期	Month( 月	s), inclusive of	年 及 Year(s) & _			/manageri	al larval
<b>2.</b> 日期()	Part-time: 就業詳情 (請 Full Employn	Year(s) & 由現職或最近期					s) at supervisory	managen	ai ievei
<b>2.</b> 日期()	Part-time: 就業詳情 (請 Full Employn	Year(s) & 由現職或最近期							
日期()	Full Employn			s)					
日期()			的工作經驗列	出)					
	月/年) ^	nent Record (start	ing with prese	nt or most recent e	mployment)			) ml	
Date (1	日期(月/年) ^ 機構名稱 ^ 職位 ^ 主要用 Date (mm/yy) ^ Name of Employer ^ Position Held ^ Core Dut Responsi			全職 (F)/ 兼職 (P)# Full-time (F)/ Part-time (P)#					
由 From	至 To							F	P
Tiom	10								
								]	
									-
		頁詳列有關資料。 ce, please give detail	s on a separate s	sheet.					
3.	電腦技能 # Computer Skill		•						
	•	Word	Excel	PowerPoint	Access	中文打字	其他( Others (ple	請說明) ease speci	fy)
基本 Basic	認識 knowledge								
熟悉 Fami	liar								
C	<b>其他技能</b> Other Skills 青列出其他與本	、職位有關的技能	• Please star	e 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 v	our current/	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		

	職離職通知期 otice required by current employer					
3. 諮	詢人 Referees					
及評核。 Please	局會於得到閣下同意後聯絡諮詢人。 provide two referees (including your current employer or the oyed) who are able to comment on your employment record and	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 he most recent employer if you are currently self-employed or l experience. The Authority will only contact the referees with your				
機 Or 地	Ame 構 rganization -址	職位 Position				
與 Re 電	portact Address 申請人關係 elationship 郵地址 mail Address	電話 Telephone No.				
機 Or 地	ame 構 ganization	職位 Position				
與 Re 電	申請人關係 elationship 郵地址 mail Address	電話 Telephone No.				
4. 聲	明 Declaration					
I *: 姓		e(s) in full and relationship with me is/ are as follow:  部門				
Na 職 Po		Division/ Unit 與申請人關係 Relationship				
	2. 本人已閱讀並同意 貴局的[收集個人資料聲明一招聘及僱傭]。 I have read and agree on the Authority's [Personal Information Collection Statement – Recruitment and Employment].					
有 I d ma	人謹此聲明以上所提供之資料均屬真確。本人明白倘若故意可能遭即時解僱。 leclare that the information given above is true and correct. I undaterial information, I shall render myself liable to summary disted Assessment Authority.	lerstand that if I willfully give false information or withhold any				
簽署 S	ignature:	日期 Date:				

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