

**CONFIDENTIAL**

# **APPLICATION FORM FOR NON-ACADEMIC POST**

**非教員職位應徵表格**

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**Please read the following notes before completing this form. 在填寫此表格前，請先細閱以下事項。**

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| Notes:注意事項: | 1. Please read the College’s Personal Information Collection Statement (PICS) before completing the application form. The PICS is available on the Human Resources Office website.   應徵者在填寫應徵表格前，請詳細閱讀收集個人資料聲明，詳細資料可瀏覽人力資源處網頁。   1. The completed application form together with the up-to-date curriculum vitae (please do not attach any certificates/reference letters in the application) , should be mail to the Human Resources Office, Tung Wah College, 90A, Shantung Street, Mongkok, Kowloon, Hong Kong or email to hro@twc.edu. hk. Please mark “Application – Confidential” and the relevant reference number on the cover.   請將填妥之應徵表格連同個人履歷(請勿附上任何學歷証書或工作經驗証明文件)，郵寄至香港九龍旺角山東街90號A東華學院人力資源處收或電郵至 hro@twc.edu.hk。信封面請註明「應徵－機密」及有關職位編號。   1. Applicants will be required to produce documentary evidence pertaining to the qualifications and working experience where appropriate.   學院於選聘期間將要求應徵者出示學歷証書及工作經驗証明文件以供核對。   1. The information provided will be used for appointment and other employment-related purposes in the College. It may be accessible to offices, committees or persons who will process appointment matters. Information on all unsuccessful candidates will be destroyed 6 months after completion of the recruitment exercise.   應徵者所提供之資料將用作招聘或其他與僱傭有關事宜，並會供學院有關部門、委員會或其他處理招聘事宜之人士查閱。未獲取錄之應徵者資料, 將於招聘程序完成後六個月全部銷毀。   1. Tung Wah College is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacancy. All appointments are based on the candidates’ past working experience, competencies and qualifications regardless of their gender, age, race disability, marital status, or family status.   學院為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本校一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、年齡、種族、殘疾、婚姻狀況、或家庭崗位而受影響。 |

*(\* Please “√” as appropriate)*

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| --- | --- |
| Post Applied for  應徵職位 | Reference. No.  職位編號 |
| Unit  部門 |

# I. Personal Particulars個人資料

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name in English  英文姓名  Surname (姓氏) Other names (名字) | | | | | Name in Chinese  中文姓名 |
| Title\*  稱謂\* | 🞏 Prof. 教授 / | 🞏 Dr博士 / | 🞏 Mr先生 / | 🞏 HKID Card / 🞏 Passport No. \*  香港身份證 / 護照號碼 \* | |
| 🞏 Mrs太太/ | 🞏 Ms女士 |  |
| Do you require a visa / entry permit to take up employment in the Hong Kong Special Administrative Region? \* 🞎 Yes 是 🞎 No 否  你是否需要工作簽證方可在香港特別行政區工作? \* | | | | | |
| Contact Phone No.  聯絡電話 | | | | Email Address  電郵地址 | |
| Residential Address  居住地址 | | | | | |

# II. Education & Professional Training學歷及專業訓練 (in reverse chronological order請倒序列出，即最近者最先敍述)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month / Year*  *月 / 年* | | School, College, University or  Training Organization Attended  曾就讀的學校、學院、大學  或培訓機構 | Qualifications Obtained  (please state subjects and grades for HKCEE/HKALE/HKDSE (if applicable))  所獲資格或學歷  (請註明科目及會考/高考/中學文憑成績(如適用)) | Date of Award  頒發日期  *(Day/Month/Year*  *日/月/年)* |
| From由 | To至 |
|  |  |  |  |  |
| *Month / Year*  *月 / 年* | | School, College, University or  Training Organization Attended  曾就讀的學校、學院、大學  或訓練機構 | Qualifications Obtained  (please state subjects and grades for HKCEE/HKALE/HKDSE (if applicable))  所獲資格或學歷  (請註明科目及會考/高考/中學文憑成績(如適用)) | Date of Award  頒發日期  *(Day/Month/Year*  *日/月/年)* |
| From由 | To至 |
|  |  |  |  |  |

# III. Working Experience工作經驗 (in reverse chronological order請倒序列出，即最近者最先敍述)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Day /Month / Year*  *日 / 月 / 年* | | Names of Organizations  工作機構 | Post  職位 | Scopes of Duties  職責簡述 | Full-time (FT) /  Part-time (PT)  全職/  兼職 | Reasons for  Leaving  離職原因  *(T= Termination; C=Contract End;*  *R=Resignation*  *RD=Redundancy)* |
| 由 From | 至 To |
|  |  |  |  |  |  |  |

# IV. Professional Qualifications / Memberships專業資格 (in reverse chronological order請倒序列出，即最近者最先敍述)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Professional Association /  Institution  專業學會/機構名稱 | Qualifications/Memberships Obtained  所獲專業資格 | Channels of Award  (e.g. exam., election, exemption)  獲取途徑 (如考試、推  選、豁免等) | Date of Award  頒發日期  *(Day/Month/Year*  *日/月/年)* |
|  |  |  |  |

# V. Supplementary Information補充資料

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| Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.) 請詳列與此應徵職位有關之其他專長 (如電腦知識、通曉語言、中英文打字速度等) |
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# VI. Salary Package薪酬福利

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| --- | --- |
| **Current/Last Salary 現時/最近薪酬** | |
| Basic Monthly Salary每月底薪:  HK$ x months (月) | Next Salary Review Date 下次薪酬調整日期 (DD/MM/YYYY) |
| Contract-end Gratuity約滿酬金 (%) | MPF強積金 / Provident Fund 公積金 (%) |
| Bonus花紅 | Other Allowances / 其他津貼 (please specify 請註明) |
|  |  |
| Expected Basic Salary要求底薪 (per month 每月) | |

# VII. Others其他

|  |  |  |  |
| --- | --- | --- | --- |
| Channel you learnt about this vacancy  獲悉本職位空缺途徑 | | | |
| Date Available for Employment可上班日期 /  Notice Period by Present Employer現職離職通知期 | | | |
| Have you applied other post(s) at Tung Wah College in the past 6 months? \*  在過去六個月內，你曾否申請東華學院的其他空缺? \* | | 🞎 Yes有 (Please state below請於以下列明) 🞎 No沒有 | |
| Post applied職位名稱 | | Unit部門 | |
| I 🞎 have/ 🞎 do not have\* relative(s) currently employed by Tung Wah College. (If yes, please state below 如有，請於以下列明 )  本人 🞎 有/ 🞎 沒有\*親屬現職於東華學院 | | | |
| Name姓名 | Unit部門 | | Post職位 |

# VIII. Referees諮詢人

Please provide TWO referees who are able to comment on your suitability of this appointment, and at least ONE referee should be your direct supervisor with work relationship.

請提供兩名能對你是否勝任應徵職位作出評語的諮詢人，其中一名諮詢人應為你工作上的直屬上司或主管。

|  |  |  |
| --- | --- | --- |
| 1) | Name  姓名 | Names of Organization  工作機構 |
| Relationship with referee  與諮詢人關係 | Post  職位 |
| Telephone No.(電話)  Fax No.(傳真號碼) | Email Address  電郵地址 |

|  |  |  |
| --- | --- | --- |
| 2) | Name  姓名 | Names of Organization  工作機構 |
| Relationship with referee  與諮詢人關係 | Post  職位 |
| Telephone No.(電話)  Fax No.(傳真號碼) | Email Address  電郵地址 |

# IX. Declaration聲明

1. I hereby authorize Tung Wah College to obtain references from my referees (current / last employer) which provided in Part VIII once I am recommended for appointment and I understand that Tung Wah College will inform me before approaching them.本人現同意，若本人獲荐任職，東華學院可向本人就部分(VIII) 所提供的諮詢人(現任/前任僱主)諮詢有關資料。本人亦明白東華學院在索取有關資料前會先通知本人。
2. Have you ever been convicted of a criminal offence in a court of law? \* (Note: A criminal conviction is not necessarily a barrier to employment.)

是否曾經因為刑事案件而被法庭定罪? \* (註: 曾犯刑事案者，未必不獲錄用。)

|  |  |  |
| --- | --- | --- |
| 🞎 No 否 | 🞎 Yes 是 (請列明 Please state) |  |

1. I declare that the information given above is correct and complete to the best of my knowledge. I will provide the original copies of all identification and qualification documents as required by the College after acceptance of an offer of appointment from the College. I understand that if I knowingly supply false information or withhold any material information, Tung Wah College shall have the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the College.本人謹此聲明以上所提供之資料均屬真實，如獲聘任，本人將提供有關身份及資歷文件之正本予學院查核。本人明白倘若故意虛報資料或隱瞞重要事實，東華學院可取消已發出的口頭或書面聘約，或縱使已獲聘任亦可遭解僱。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of applicant  申請人簽署 |  |  | Date  日期 |  |