

**Job Application Form 職位申請表**

Position applied for 申請的職位: \_\_\_\_\_

Department/Unit 部門/單位 : \_\_\_\_\_ Ref. no. 參考號碼: \_\_\_\_\_

**I. PERSONAL PARTICULARS 個人資料**

Surname 姓 (英文)		Given name(s) in full 名字 (英文)	
Title: *Prof./Dr./Mr./Mrs./Miss/Ms. 稱謂: *教授/博士/先生/太太/女士/小姐	Name in Chinese 中文姓名 (if any)	*HKID Card/Passport no. 香港身份證/護照號碼	
Date of birth 出生日期 (DD/MMM/YYYY) (日/月/年)		Nationality 國籍	
Correspondence address 通訊地址			
Residential tel. no. 住宅電話	Office tel. no. 辦公室電話	Mobile phone no. 手提電話	
Email address 電郵地址		Fax no. 傳真號碼	

**II. ACADEMIC AND PROFESSIONAL QUALIFICATIONS 學歷及專業資格**

ACADEMIC QUALIFICATIONS (in chronological order) 學歷 (按日期順序)				
Dates of Attendance (Month/Year)修讀日期 (月/年)		Institution of Learning 學校名稱	Qualification or Degree Obtained 獲取的資歷或學位	Date of Award (Month / Year) 頒發日期 (月/年)
From 由	To 至			

PROFESSIONAL QUALIFICATIONS (in chronological order) 專業資格 (按日期順序)		
Name of Professional Institution/Issuing Authority 專業/頒發機構名稱	Level Attained/To be Attained 獲取/將會獲取的資歷	Date of Award (Month / Year) 頒發日期 (月/年)

**III. WORKING EXPERIENCE 工作經驗**

Full Employment Record to date (including past government employment and part-time job) (in chronological order) 截至目前為止的全部就業詳情 (包括以前受僱於政府的資料和兼職資料) (按任職的日期順序列出)					
Name of Firm 機構	Full-time 全職	Part-time 兼職	Position Held 職位	Date (Day/Month/Year) 日期 (日/月/年)	
				From 由	To 至

**IV. PRESENT/MOST RECENT EMPLOYMENT (Please attach additional sheets to show details of all previous employment)  
目前/最近的工作狀況 (請附另頁詳細說明過往工作的詳情)**

Position 職位	Name of Employer 僱主名稱
Present / Last salary 目前/最後薪金	Allowances & other fringe benefits 津貼及其他福利
Expected salary 期望薪金	Earliest date available if appointed by the College 最快可上工日期

**V. REFEREES 諮詢人**

Please include your current or recent employer where applicable. Unless otherwise specified, consent is deemed to have been given by the applicant to the College to approach the referees below without prior notification to the applicant. Please inform your referees that such consent has been given by you. 請提供您的當前或最近的僱主作為諮詢人。除另有指明外，申請人將被視為已同意本學院直接向下列人士諮詢，而不需另行通知申請人。請告知有關的人士您已作出該同意的決定。

Name of Referees 諮詢人姓名	Position, Name & Address of Work 職位, 公司名稱及地址	Tel. / Fax No. /Email Address 電話/傳真/電郵
1.		
2.		

## VI. DECLARATION 聲明

1. I declare that the information given in this form and my curriculum vitae is correct and complete to the best of my knowledge. I understand that if I wilfully give false information or withhold any material information, Hong Kong Nang Yan College of Higher Education has every right to rescind any verbal/written offer of employment and I shall be liable to disciplinary actions, if applicable.

本人聲明在這份表格所提供的資料和本人的簡歷，就我所知是正確的及完整的。我明白，如果我故意提供虛假資料或隱瞞任何重要資料，香港能仁專上學院有權撤銷任何口頭/書面提供聘用。如果適用，我應當承擔紀律處分。

2. I \*have/have not been convicted of a criminal offence in a court of law. 本人\* 有/沒有 觸犯法庭上的刑事罪行 。

\_\_\_\_\_  
Applicant's signature 申請者簽署

Date 日期

\* Please delete as appropriate. 請刪除不適用者

### NOTES TO APPLICANTS 申請人注意

- (1) All information given in this form will be treated in strict confidence. 在本表格提供的所有資料將會被嚴格保密。
- (2) Please attach a copy of your curriculum vitae together with this form and send them to the Human Resources Office. 請附上一份您的簡歷連同此表格送交人力資源處。
- (3) The information provided in this form will be used by Hong Kong Nang Yan College of Higher Education for appointment and other employment-related purposes. It may be provided to any internal/external assessors, where applicable, authorised by the College to process the information for purposes relating to appointment at Hong Kong Nang Yan College of Higher Education. 在本表格提供的資料將用於由香港能仁專上學院僱用及其他有關聘用的用途。在適用的情況下，它可以提供給由本學院所授權的任何內部/外部評審員，處理有關本學院聘用資料的目的。
- (4) It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than one year. When any similar vacancies in the College should arise during the period, we might transfer your application to the departments/offices concerned for consideration of employment. Your application together with all materials you provide will be disposed of after the one-year retention period. 我們的政策是保留不超過一年不成功的申請者個人資料作為日後參考之用。當在學院期間出現任何類似的職位空缺，我們可能會將你的申請送交有關的部門/辦事處考慮。您的申請與你所提供的所有材料將於一年保留期後銷毀。
- (5) The College may request candidates to provide details of referees when necessary. 學院可要要求申請人的在必要時提供詳細諮詢人資料。



香港能仁專上學院  
Hong Kong Nang Yan College  
of Higher Education

Confidential

## 個人資料收集聲明 Personal Information Collection Statements

**提供有關個人資料予香港能仁專上學院（以下簡稱《學院》）前，請詳細閱讀本聲明。  
Please read these statements before you provide  
any personal data to Hong Kong Nang Yan College of Higher Education ("College").**

申請人所提供的個人資料將會被本院用作聘選及與僱傭有關之事宜。

The personal data provided by an applicant will be used by the College for appointment and other employment-related purpose.

申請人必須提供完整資料，以便進行評選。申請人如不提供此等資料，可能會對申請程序及結果構成影響。

The provision of full and complete information in your application is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.

申請人所提供之個人資料，如有需要，有關資料可能會送交有關部門，以辦理與招聘有關的事宜。The personal data in relation to your application may be provided to relevant departments/offices, where applicable, to process the information for purposes relating to appointment.

根據本院的政策，申請者的個人資料將會保存不多於一年，以作為日後參考之用。學院在此期間有類似的職位空缺，學院或會將你的申請轉交有關部門考慮。在此一年期限以後，你的申請連同所有已呈交的文件將會全部銷毀。

It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than one year. When any similar vacancies in the College should arise during the period, we might transfer your application to the departments/offices concerned for consideration of employment. Your application together with all materials you provide will be disposed of after the one-year retention period.

根據《個人資料(私隱)條例》，申請人可要求查閱及/或改正所填報的個人資料。如欲行使這項權利，請致函香港九龍深水埗荔枝角道三二五至三二九號香港能仁專上學院人力資源處。如有需要，你需支付費用，以取得有關你的個人資料的副本。

Under the Personal Data (Privacy) Ordinance, an applicant has a right to request access to, and to request correction of, your personal data in relation to your employment. If you wish to exercise this right, please send your written request to the Human Resources Office, Hong Kong Nang Yan College of Higher Education, 325-329 Lai Chi Kok Road, Shamshuipo, Kowloon, Hong Kong. You may be asked to pay for obtaining a copy of the personal data you request.