

香港戒毒會

THE SOCIETY FOR THE AID AND REHABILITATION OF DRUG ABUSERS

職位申請表格

APPLICATION FORM

職位編號
Ref. No.

申請職位
Post Applied for

I. 個人資料 Personal Particulars

英文姓名(須與身份證相同)(姓氏先行) Name in full (English)(as on HKID)(Surname first)			相片 Photo (可選擇貼上) (Optional)
中文姓名(須與身份證相同) Name (Chinese)(as on HKID)		稱謂 Title 先生／女士／小姐 Mr. / Mrs. / Ms. / Miss	
出生日期(日／月／年) Date of Birth (Day/Month/Year)	出生地點 Place of Birth	香港身份證／護照號碼 Hong Kong I.D. Card / Passport No	
通訊地址 Correspondence Address		婚姻狀況 (可選擇填上) Marital Status (Optional)	
聯絡 Contact	(住所電話) (Home no.)	(手提電話) (Mobile no.)	

II. 學歷 Education (in chronological order 以日期順序列出)

由 From 月／年 Month/Year	至 To 月／年 Month/Year	院校／訓練機構 (如非本港，請註明所在國家) Institution of Learning / Training (Please specify country, if not in Hong Kong)	獲取的學歷及資格 請詳列學科等級(如適用) Qualification Obtained (with classification if any)	頒發日期 Date of Award 月／年 Month/Year

III. 專業資格 Professional Qualifications / Memberships (in chronological order 以日期順序列出)

專業團體 (全名) Professional Body (Full Name)	所獲專業資格 Qualification/Membership Obtained	獲取途徑 (如考試、推選等) Channel of Award (e.g. exam, election)	頒發日期 Date of Award 月／年 Month / Year

IV. 公開考試成績 Results of Public Examination (in chronological order 以日期順序列出)

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 Date of Award 月/年 Month/Year	公開考試 (例如: 香港中學文憑考試、香港中學會考) Public Examination (e.g. Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination)	科目及成績 (例如: 中國語文 (3)、英國語文 (課程乙) (C)) (e.g. Chinese Language (3), English Language (Syl. B) (C))

V. 就業詳情 Employment History

本人從未受聘於香港戒毒會 I have never been an employee of SARDA.
 本人是香港戒毒會現任僱員 I am a serving employee of SARDA.
 本人是香港戒毒會前任僱員 I am a former employee of SARDA.

請提供截至目前為止的全部就業詳情，並先列出最近期的工作：
 Please provide full details of employment record, in descending chronological order:

由 From 日/月/年 Day/Month/Year	至 To 日/月/年 Day/Month/Year	工作機構 Name of Employer	職位 Appointment Held	全職／兼職 (Full-time /Part-time)	薪酬 Salary

現職離職通知期 Resignation Notice Period Required by Present Employer	如獲聘用可到任日期 Earliest Date Available if Appointed	期望薪金 Expected Salary \$ _____ X _____ 月 month(s)
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VI. 其他資料 Other Information

請詳列與此申請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):

Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.):

VII. 諮詢人 Referees

除非申請人特別註明，否則本會將毋須通知申請人而可直接向下列諮詢人查詢。請先行知會諮詢人。

Unless otherwise specified, consent is deemed given by the applicant for the Society to approach the referees below without prior notification to the applicant. Please inform your referees that such consent has been given by you.

姓名 Name	與申請人的關係 Relationship	職位 / 工作機構 Post / Name	電話 / 傳真號碼 Tel. / Fax No.	電郵地址 Email Address
			Tel:	
			Fax:	
			Tel:	
			Fax:	

VIII. 其他 Others

以下資料不會影響申請的處理及結果。

Following data may not influence the processing and outcome of your application.

甲： 如有近親或朋友在本會工作，請列明其資料。

A: If you have any close relatives or friends currently working in our Society, please state their information.

姓名 Name	職位 Post	與申請人的關係 Relationship

乙： 在香港或以外地方，曾否因刑事事件(包括性罪行)被法庭定罪？

B: Have you ever been convicted of a criminal offence (including sexual offence) in a court of law either in Hong Kong or elsewhere?

是 否

Yes No

如是，請列明詳情

If yes, please give details _____

IX. 聲明 Declaration

茲特聲明：本人已閱畢申請人須知各事項，並明白收集本人的個人資料的目的及其用途。本人亦明白倘若故意提供虛假資料或隱瞞事實，即使獲香港戒毒會錄用，亦有可能遭即時解僱。

I have read the **NOTES TO APPLICANTS**. I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I willfully give any false information or withhold any material information, I shall render myself liable to dismissal despite that I am appointed to the service of SARDA.

日期
Date _____

簽署
Signature _____

申請人須知：

1. 逾期遞交的申請，將不獲本會受理。
2. 申請人必須於本表格內所有部分，提供**完整**及**充足**資料，否則申請不獲受理。
3. 本會將要求申請人出示證明文件，以供核對其申報之學歷、工作及薪酬等。
4. 申請人所提供的資料，將用於招聘以及其他聘用有關的事宜上。有關資料可能會給予獲授權處理申請資料的部門／機構，以便進行與聘用有關的事宜。如學歷評審及體格檢查。
5. 未獲取錄之申請人的資料或會由本會保存，將來以作參考，當無需保留時將全部銷毀。
6. 提交申請表後，如欲更改或查詢個人資料。請填妥本會的《查閱/更改資料要求表格》，交回本會行政部辦理。

NOTES TO APPLICANTS:

1. Late application will not be considered by the Society.
2. Applicants should provide **FULL** and **COMPLETE** information in all sections of this application form, failing which your application will not be considered by the Society.
3. Applicants will be required to produce documentary evidence pertaining to qualifications, work experience, remuneration, etc. as declared in this application form for verification by the Society.
4. The information provided will be used for appointment to the Society and other employment-related purposes. It may be provided to government department/agencies authorized to process the information for purposes relating to appointment e.g. qualifications assessment and medical examination.
5. Unsuccessful applications may be retained by the Society for future reference, which will be destroyed when no longer required.
6. If you wish to require access to and/ or correction of your personal data, you may do so under Personal Data (Privacy) Ordinance. Please request for our "Personal Data Access/ Correction Request Form" for completion and forward it to Administration Department.

從何處得悉本職位空缺？

How did you learn about this vacant position?

報章 Newspaper:

網頁 Website:

其他 Others:
