



Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School

Employment Application Form 職位申請表
(技工 / 園丁 / 校役 / 保安員)

Office Use Only

App. Ref.: _____

Date Rec'd: _____

Post Applied for

申請職位

Date Available

可以履職日期

I. PERSONAL PARTICULARS 個人資料

Name in English 英文姓名		Other Name 別名		Recent Photo 近照
Titles 稱謂 <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Miss 小姐		Name in Chinese 中文姓名		
Correspondence Address 通訊地址				
Off. Tel. 辦事處電話	Res. Tel. 住宅電話		Mobile 手提電話	
E-mail 電郵			Fax No. 傳真號碼	
Nationality 國籍	*Hong Kong Identity Card/Passport Number 香港身份證/護照號碼		Date of Birth 出生日期	
Languages & Dialects 語言及方言	Written 書寫		Spoken 言談	
	_____		_____	

Notes:

- This form should be completed clearly and returned to The Human Resources Office, Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School, 6 On Muk Lane, Shek Mun, Shatin, N.T. together with cover letter, resume and photocopies of your credentials. These copies are not returnable. Applicants will be requested to produce original copies for verification in due course. Please use a separate sheet for further details or explanations where necessary.
請填妥職位申請表格，連同信件、履歷表及證件副本寄回新界沙田石門安睦里6號人力資源部收。本表格及所有證件副本將不予以退還，申請者須於日後呈交正本予以參照。如本表格不敷應用，請另加紙。
- Please ensure that all parts in the form are completed and the information is true and accurate. Incomplete application form would not be processed.
此申請表格內之各項資料須如實及準確填報，否則不予以辦理。
- You are advised to make a photocopy of the completed application for your own reference.
請將填妥之申請表格影印一份以供個人參考。

* Please delete as inappropriate 請將不適用者刪去

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷

For Office Use

Dates (dd/mm/yy) (Please state if part-time) 日期(日月年)		Schools, Colleges, etc. Attended 曾就讀之學校及學院	Classes Attended 就讀班級	Certificate/Diploma 證書/文憑	Date Awarded 頒授日期	Copy Verified 已核對副本
From 由	To 至					

III. VOCATIONAL / PRACTICAL TRAINING 職業/專門技能訓練

(apprenticeship or technical training 學徒或工業訓練)

Dates (dd/mm/yy) 日期(日月年)		Nature of Training 訓練性質	Name & Address of Organization 受訓機構名稱及地址
From 由	To 至		

IV. OTHER SKILLS 其他技能

Gardening 園藝
 Painting 油漆
 Carpentry 木工
 水電維修 Plumbing/ Electrical maintenance

是否領有電工牌照? Do you have a registered electrical worker licence?
 是 Yes 否 No

是否領有保安人員許可證? Do you have a security personnel permit?
 是 Yes 否 No

其他 Other _____

V. WORK EXPERIENCE 工作經驗

(The latest experience first & indicate if it is a part-time position 先列最近者並註明是否兼職職位)

Dates (dd/mm/yy) 日期(日月年)		Organization/Employer 服務機構/僱主	Position Held 職位	Nature of Work/Duties 工作性質/職責
From 由	To 至			

Present Basic Salary (state last salary if presently unemployed):

現時基本薪酬(如現在未有任職請說明最近之薪酬):

Next Incremental Month (if any):

下次增薪月份(如有):

Do you have a valid Sexual Conviction Record Check (SCRC) checking code?

是否持有有效性罪行定罪紀錄查核之查詢密碼?

 Yes

是

 No

否

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I understand that my application together with all materials I provided will be destroyed after the recruitment exercise when no longer required.

本人茲特聲明上述資料正確無訛，並明白任何故意之虛報聲明將會導致本人被即時解僱。本人明白此申請表格及所附文件將隨招聘工作完畢後予以銷毀。

Signature 簽名 _____

Date 日期 _____