



APPLICATION FORM FOR EMPLOYMENT/ PERSONAL INFORMATION FORM

職位申請表/ 個人資料表

Position Applied 申請職位	Service Unit 服務單位
Date Available 可到職日期	Expected Salary 期望薪金

Photo  
相片

I. Personal Particulars 個人資料

Name in English 英文姓名	Name in Chinese 中文姓名
Sex 性別	HKID Card No. 香港身份證號碼
Home Tel. No. 住所電話號碼	Mobile No. 手提電話號碼
Date of Birth 出生日期	E-mail Address 電郵地址
Correspondence Address 通訊地址	(In English 英文)
	(In Chinese 中文)

II. Academic Qualifications (in descending order) 學歷 (請由最近期資料填寫)

Period (mm/yy) 就讀日期(月/年)		Name of Institution 院校名稱	Full / Part-time 全日 / 兼讀制	Qualification Obtained 所獲學歷
From 由	To 至			

III. Employment Record (in descending order) 工作經驗 (請由最近期資料填寫)

Period (mm/yy) 工作時期 (月/年)		Name of Organization 機構名稱	Position 職位	Salary 薪酬	Reason for Leave 離職原因
From 由	To 至				



#### IV. Language, Computer and Other Skills 語言、電腦及其他技能

(Please "✓" if appropriate 請於適用處加上“✓”)

	Speaking 會話				Writing 書寫			
	Excellent 優	Good 良	Average 常	Poor 劣	Excellent 優	Good 良	Average 常	Poor 劣
English 英語/ 英文								
Chinese 廣東話/ 中文								
Mandarin 普通話					Not Applicable 不適用			
Others 其他								

#### Computer and Other Skills 電腦及其他技能：

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#### V. Referee 諮詢人

Name 姓名	Position 職位	Contact No. 聯絡電話	Relationship 關係

#### VII. Declaration 聲明

I declare that the information given in this application is correct to the best of my knowledge. I understand that if I give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of Hong Kong ABWE Social Services.

本人證明以上所述確實無訛。本人亦明白倘若故意提供虛假資料或隱瞞重要事實，即使獲本會錄用，亦可遭解僱。

Signature 簽署： \_\_\_\_\_ Date 日期： \_\_\_\_\_

#### If you are hired, the following items have to be provided: 如獲受聘，需填寫下列項目：

Marital Status 婚姻狀況	Emergency Contact Person's Name and Contact No. 緊急聯絡人姓名及電話	Relationship 關係



**Personal Information Collection Statement 收集個人資料聲明**

1. Hong Kong ABWE Social Services, as data user, respects the privacy of personal data.  
作為資料使用者，香港萬國宣道浸信會社會服務尊重個人資料私隱。
2. The personal data submitted by job applicant will be used for recruitment and other employment related purposes. It will be accessible to parties authorized to process the said matters.  
求職者遞交的個人資料，將會用作招聘及其他與聘用相關的用途。獲授權人士可為處理上述事宜查閱這些資料。
3. Information of unsuccessful applicants will not be kept for more than 6 months after the completion of the recruitment process. Should similar vacancies in Hong Kong ABWE Social Services arise during the said period, this application may be transferred to another recruiting unit for consideration of recruitment.  
未獲取錄的申請人的個人資料，將保存至招聘完成後不多於六個月。在上述期間，如香港萬國宣道浸信會社會服務出現類似的空缺，此申請或會轉交另一招聘單位作招聘考慮。
4. For successful applications, information will be transferred to staff profile and further used by Hong Kong ABWE Social Services for employment and related purposes.  
成功申請者的個人資料將轉移至員工檔案，供香港萬國宣道浸信會社會服務用於聘用相關的用途。
5. According to “The Personal Data (Privacy) Ordinance”, an applicant has the right to request access to, and/or correct his/ her personal data in relation to the application. For such request, please send a written request to Hong Kong ABWE Social Services’ Human Resources Department - Flat 6A, Park Tsuen Commercial Building, 189 Castle Peak Road, Tsuen Wan, N.T. A reasonable fee for the costs related to the data access request may be charged.  
根據《個人資料（私隱）條例》，申請人有權就其申請，要求查閱 及/或 修改其個人資料。有關請求請以書面方式提交至新界荃灣青山公路-荃灣段 189 號百萬行商業大廈 6A - 香港萬國宣道浸信會社會服務人力資源部，本會可就查閱資料的申請收取合理費用。
6. I agree and authorize Hong Kong ABWE Social Services to check and understand my personal data stored in the following parties, and agree the following department(s)/ organization(s)/ person(s) to provide my related personal data to Hong Kong ABWE Social Services. These parties include: ex-employers, the issuers of education certificates, referee(s)/ recommender(s), others: please specify \_\_\_\_\_  
本人授權香港萬國宣道浸信會社會服務向下列/部門/團體/人士核對及了解本人存於這些來源的個人資料，並同意下列部門、團體或人士向香港萬國宣道浸信會社會服務提供本人有關之個人資料。這些/部門/團體/人士包括：前度僱主、學歷文件簽發部門、推薦人/諮詢人、其他：(請註明) \_\_\_\_\_

Signature 簽署： \_\_\_\_\_

Date 日期： \_\_\_\_\_