



香港中文大學 — 東華三院社區書院
The Chinese University of Hong Kong –
Tung Wah Group of Hospitals Community College



職位編號
Ref. No.

行政、文員、秘書、技術員及職工職位應徵表格
APPLICATION FORM FOR ADMINISTRATIVE, EXECUTIVE,
CLERICAL, SECRETARIAL, TECHNICAL & JUNIOR POSITIONS

備註:	1. 請將填妥之應徵表格，交回香港九龍何文田衛理道 31 號 17 樓香港中文大學—東華三院社區書院人事部收。信封面請註明「應徵—機密」及有關職位編號。 2. 書院將於選聘期間要求應徵者出示有關第 II, III 及 IV 部份所申報之學歷證書及工作經驗證明文件以供核對。 3. 應徵者所提供之資料將用作招聘或其他與僱傭有關事宜，並會供書院有關部門、委員會或其他處理招聘事宜之人士查閱。招聘程序完成後，未獲取錄之應徵者資料，當無須保留時將全部銷毀。
Notes:	1. The completed application form, should be returned to the Human Resources Office, The Chinese University of Hong Kong – Tung Wah Group of Hospitals Community College, 17/F., 31 Wylie Road, Homantin, Kowloon, Hong Kong. Please mark “Application – Confidential” and the relevant reference number on the cover. 2. Applicants will be required to produce documentary evidence pertaining to the qualifications and working experience (where appropriate) in Sections II, III & IV for verification in due course. 3. 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 when no longer required after the recruitment exercise.

應徵職位 Position Applied for	學院/部門 School/Department
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I. 個人資料 Personal Particulars

英文姓名 (姓氏先行) Name in full (English) (Surname first)		中文姓名 Name (Chinese)	
稱謂 Title 請選擇 Please select one		香港身份證/護照號碼 H. K. I.D. Card / Passport No. 請選擇 Please select one	
國籍 Nationality	出生日期 (D/M/Y) Date of Birth	出生地點 Place of Birth	
聯絡電話 (住所) Contact Phone No. (Home)	(辦公室) (Office)	(手提電話) (Mobile)	(電郵) (E-mail)
通訊地址 Correspondence Address			
住址 (如與上址不同) Residential Address (if different from above)			

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

由 From Month / Year	至 To Month / Year	院校/訓練機構 (請註明所在國家) Institutions of Learning / Training (Please specify countries)	肄業班級/所獲資格或學歷 (請註明科目及成績) Classes Attended / Qualifications Obtained (please state subjects and grades)	頒發日期 Dates of Award

III. 專業資格 (請倒序列出，即最近者最先敘述) Professional Qualifications / Memberships (in reverse chronological order)

專業團體 (全名) Professional Bodies (Full Name)	所獲專業資格 Qualifications/Memberships Obtained	獲取途徑 (如考試、推選等) Channels of Award (e.g. exam., election)	頒發日期 Dates of Award

IV. 工作經驗 (請倒序列出, 即最近者最先敘述) Working Experience (in reverse chronological order)

由 From 月 / 年 Month / Year	至 To 月 / 年 Month / Year	工作機構 Names of Employers	職位 Appointments Held	全職／兼職 (Full-time / Part-time)	職責簡述 Scopes of Duties	薪酬(每月) Salaries (per month)*	離職原因 Reasons of Leaving (T= Termination; C=Contract End; R=Resignation RD=Redundancy)

* Please specify bonus and other benefits, if any.

V. 其他資料 Other Information

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

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VI. 諮詢人 Referees

如應徵者現時在職或曾受僱, 請填上現職或最近期僱主之資料。除非應徵者特別註明, 否則書院將毋須通知應徵者而可直接向下列諮詢人查詢。請應徵者先行知會有關諮詢人。

Please include your current or recent employer where applicable. Unless otherwise specified, consent is deemed given by the applicant to the College to approach the referees below without prior notification. Please inform your referees that such consent has been given by you.

姓名 Names	職銜、工作機構及地址 Positions, Names & Addresses of Places of Work	電話／電郵 Tel. / E-mail
1.		
2.		

VII. 其他 Others

現職離職通知期 Notice Period Required by Present Employer	如獲聘任可到任日期 Earliest Date Available if Appointed
請問從何處得悉本職位空缺? How did you learn about this vacancy?	

VIII. 聲明 Declaration

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書院查核。本人明白倘若故意虛報資料或隱瞞重要事實, 香港中文大學－東華三院社區書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。

I declare that the information given above is correct and complete to the best of my knowledge. I will produce 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, The Chinese University of Hong Kong – Tung Wah Group of Hospitals Community 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.

日期
Date _____

簽署
Signature _____