



# KAU YAN COLLEGE 救恩書院

Fu Shin Estate, Tai Po, N.T. Tel: (852) 2660 8308 Fax: (852) 2662 0377

## Employment Application Form 職位申請表

Photo  
相片

**CONFIDENTIAL**

Post Applied for  
申請職位

### I. PERSONAL PARTICULARS 個人資料

|                               |                               |   |
|-------------------------------|-------------------------------|---|
| Name in English 英文姓名          | Name in Chinese 中文姓名          | Titles 稱謂<br><input type="checkbox"/> Mr.先生 <input type="checkbox"/> Mrs.太太 <input type="checkbox"/> Ms.女士 <input type="checkbox"/> Miss 小姐 |
| Nationality 國籍                | Hong Kong Identity Card 香港身份證 | Date of Birth 出生日期  |
| Correspondence Address 通訊地址   |                               |   |
| Res. Tel. 住宅電話                | Mobile 手提電話                   |   |
| Languages & Dialects<br>語言及方言 | Written 書寫                    | Spoken 口語   |

### II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷 (Secondary Education or above 中學或以上)

| Dates (dd / mm / yy)<br>(Please state if part-time)<br>日期 (日 月 年) |              | Schools, Colleges, etc. Attended<br>曾就讀之學校、學院及大學 | Qualification<br>學歷程度 | For Office Use         |
|---|--------------|--|-----------------------|------------------------|
| From 由  | To 至         |  |                       | Copy Verified<br>已核對副本 |
| Results of  |              | Grade 等級   | Grade 等級              |                        |
| *HKCEE/HKDSE  | 1. _____ ( ) | 5. _____ ( )                                     |                       |                        |
| 香港中學*會考/<br>文憑考試成績  | 2. _____ ( ) | 6. _____ ( )                                     |                       |                        |
|   | 3. _____ ( ) | 7. _____ ( )                                     |                       |                        |
|   | 4. _____ ( ) | 8. _____ ( )                                     |                       |                        |
| Results of  |              | Grade 等級   | Grade 等級              |                        |
| *HKALE/HKHLE  | 1. _____ ( ) | 5. _____ ( )                                     |                       |                        |
| 香港*高級/高等程度<br>會考成績  | 2. _____ ( ) | 6. _____ ( )                                     |                       |                        |
|   | 3. _____ ( ) | 7. _____ ( )                                     |                       |                        |
|   | 4. _____ ( ) | 8. _____ ( )                                     |                       |                        |

\* 請刪去不適用者

Please delete where inappropriate.



### 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)<br>日期 (日 月 年) |      | Nature of Training<br>訓練性質 | Name & Address of Organization<br>受訓機構名稱及地址 |
|------------------------------------|------|----------------------------|---|
| From 由                             | To 至 |                            |   |
|                                    |      |                            |   |
|                                    |      |                            |   |
|                                    |      |                            |   |
|                                    |      |                            |   |

### IV. OTHER SKILLS 其他技能

|  |  |
|--|--|
| <input type="checkbox"/> Chinese Typing 中文打字<br>_____ words per minute 每分鐘字數 | <input type="checkbox"/> English Typing 英文打字<br>_____ words per minute 每分鐘字數 |
| <input type="checkbox"/> Computer Knowledge 電腦知識<br>_____<br>_____           |  |

### V. WORKING 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)<br>日期 (日 月 年) |      | Organization / Employer<br>服務機構 / 僱主 | Position Held<br>職位 | Duties<br>職責 | Salary<br>薪酬 |
|------------------------------------|------|--------------------------------------|---------------------|--------------|--------------|
| From 由                             | To 至 |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |
|                                    |      |                                      |                     |              |              |

Date Available  
可以履職日期 \_\_\_\_\_

Expected Salary  
期望薪酬 \_\_\_\_\_

Signature 簽名 \_\_\_\_\_

Date 日期 \_\_\_\_\_



**聲明 Declaration**

本人謹此聲明：

I hereby declare that:

1. 本人 **\*從未 / 曾經** 在香港或其他地方被裁定干犯刑事罪行。(如有，請提供詳情。)

I **\*have / have not been** convicted of criminal offence(s) in Hong Kong or elsewhere. (If yes, please provide the details.)

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2. 本人 **\*有 / 沒有** 性罪行定罪紀錄。(如有，請提供詳情。)

I **\*have / do not have** sexual conviction record(s). (If yes, please provide the details.)

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3. 就本人所知，本人 **\*有 / 沒有** 涉及任何在進行中的刑事訴訟調查，包括但不限於被警方逮捕。  
(如有，請提供詳情。)

To the best of my knowledge, I **\*am / am not** involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police. (If yes, please provide the details.)

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4. 本人 **\*同意 / 不同意** 救恩書院可就招聘及僱用事宜，向本人現任/前任僱主查詢任職期間工作表現及/或離職原因。

I **\*consent / do not consent** to Kau Yan College making enquiry(ies), for the purpose(s) relating to recruitment and appointment, to my current/ previous employer(s) about my job performance and/ or reason(s) for leaving.

5. 本人完全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報資料/隱瞞重要事實，可令本人喪失獲學校錄用的資格，即使已獲學校錄用，亦可遭終止聘用。

I fully understand the purposes(s) for collecting my personal data and their use. I also understand that if I intentionally provide false information/ withhold any material information, it will render me liable to disqualification for employment, or to termination of employment, if already employed by the school.

姓名 Name : \_\_\_\_\_

簽署 Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_