

車務部兼職空缺申請表

Application For Part-time Employment in Operating Department



申請職位

職位編號

Position applied for:

Reference No.:

重要事項
Important:

- 此申請表上資料如有虛報或隱瞞，申請者將被撤消資格，本公司有權終止因此而訂之僱傭合約。填寫本申請表前，請細閱夾附於本申請表的香港鐵路有限公司之收集職位申請人個人資料聲明。
Misrepresentation or concealment of information in this form will lead to automatic disqualification of the application. The Corporation reserves the right to terminate any employment agreement made as a result of such misrepresentation or concealment. Please read the attached MTR Corporation Limited's Personal Information Collection Statement for Job Applicants before completing the application form.
- 填妥後請將申請表寄回香港郵政總局信箱9916號香港鐵路有限公司人力資源管理部(車務)或電郵至recruit@mtr.com.hk收。
Please send in your application either by mail to Human Resource Management Department (Operations), MTR Corporation Limited, G.P.O. Box 9916, Hong Kong or by email to recruit@mtr.com.hk.

機密
CONFIDENTIAL

第一部份 個人資料
Part I Personal Particulars

姓名 (正楷書寫) Name (In block letters):	英文 (English)	中文 (Chinese)
住宅/通訊地址* Home/Correspondence Address*:		
電郵地址 E-mail Address:		
電話號碼 Tel. No.:	住宅 (Home)	辦公室 (Office)
		手提 (Mobile)

第二部份 學歷(大專、中學、小學及技能訓練學校等，並請由現在或最近之學歷開始)
Part II Academic Qualification (University, Secondary School, Primary School, Technical Institute, etc. and start with the latest qualification attained)

學校名稱 Name of School	由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	程度/考獲證書 Level / Certificate Attained

第三部份 工作經驗 (包括學徒訓練及兼職，並請由現在或最近之僱主開始)
Part III Work Experience (including apprentice training & part-time job and also start with the present or latest employer)

由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	任職機構及地址 Employer and Address	職位 Job Title	薪酬(可選擇填寫) Salary (Optional)	主要職責 Key Responsibilities

第四部份 可任職日期
Part IV Period Available For Employment

由 From:	日/月/年 (dd/mm/yy)	至 To:	日/月/年 (dd/mm/yy)
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第五部份 電腦技巧
Part V Computer Skills

Word Excel PowerPoint Others (Please specify):

第六部份 如有任何親屬在香港鐵路有限公司工作，請說明：
Part VI If any relative is employed by the MTR Corporation Limited, please state:

姓名 Name	職位/部門 Position / Department	關係 Relationship

第七部份 語言能力
Part VII Language Skills

- 英語 (普通 / 流利*)
English (Fair / Fluent*)
- 普通話 (普通 / 流利*)
Putonghua (Fair / Fluent*)
- 廣東話 (普通 / 流利*)
Cantonese (Fair / Fluent*)
- 其它 (請列明): _____ (普通 / 流利*)
Others (Please state): _____ (Fair / Fluent*)

第八部份 可工作時段 (請於合適時段加上"✓")
Part VIII Available Time Slot (Please insert "✓" for your available timeslot)

		星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday	星期日 Sunday
A	0600-0800 hrs							
B	0730-0900 hrs							
C	0800-0930 hrs							
D	0900-1100 hrs							
E	1000-1200 hrs							
F	1100-1300 hrs							
G	1200-1400 hrs							
H	1300-1500 hrs							
I	1400-1600 hrs							
J	1500-1700 hrs							
K	1600-1800 hrs							
L	1700-1900 hrs							
M	1730-1900 hrs							
N	1800-1930 hrs							
O	1800-2000 hrs							
P	1900-2100 hrs							
Q	2000-2200 hrs							
R	2200-2400 hrs							

第九部份 工作車站選擇 (最優先選擇填上1字, 如此類推)
Part IX Station Preference (1 being the highest priority)

- 觀塘綫 Kwun Tong Line
- 將軍澳綫 Tseung Kwan O Line
- 荃灣綫 Tsuen Wan Line
- 港島綫 Island Line
- 東涌綫 / 機場快綫 Tung Chung Line / Airport Express Line
- 東鐵綫 / 馬鞍山綫 East Rail Line / Ma On Shan Line
- 西鐵綫 West Rail Line
- 輕鐵 Light Rail
- 沒有優先次序 No Preference

第十部份 其他資料
Part X Other Information

請提供以下資料:

Please provide the following information:

- 與今次職位申請相關的專業技能、獎項。
Special skills, achievements/awards relevant to this application.
- 曾受到專業機構或監管機構的任何紀律聆訊或收到其警告、譴責或其他形式的制裁。
Warnings, reprimands or other forms of sanctions from a professional body or regulatory body.
- 刑事罪行紀錄 - 根據《罪犯自新條例》(第297章) 被認為已失去效力的判罪毋須申報。
Criminal records - No information is required to be given concerning any conviction which is considered "spent" under the Rehabilitation of Offenders Ordinance (Cap. 297).
- 其他 Others: _____

詳述以上適用項目:

Details of the above if applicable

第十一部分 聲明
Part XI Declaration

本人聲明, 就本人所知, 申請表內填報的資料是真實和正確的; 本人也明白, 填報任何虛假或誤導性資料, 可導致被取消申請資格, 或於受聘後被撤職。本人確認收受香港鐵路有限公司之收集職位申請人個人資料聲明並明白有關內容。本人同意公司有權引用上述資料, 作為處理本人於港鐵公司之職位申請及於受僱後執行公司正常職務之用途。

I declare that all personal data and information given in this form are true and correct to the best of my knowledge and understand that any false and misleading personal data and information given will lead to disqualification of my application or dismissal action if I were employed. I acknowledge receipt of a complete copy of the MTR Corporation Limited's Personal Information Collection Statement for Job Applicants and understand the contents thereof. I agree that the above personal data and information will be used for purposes relating to my application for employment with the Corporation and in the course of my proper performance of the job duties during employment with the Corporation.

申請人簽署
Signature of Applicant:

日期
Date:

在適當方格內加上 Tick the appropriate box * 將不適用者劃去 Delete as appropriate

Personal Information Collection Statement for Job Applicants
MTR Corporation Limited

香港鐵路有限公司 收集職位申請人個人資料聲明

1. Personal Data Privacy 個人資料私隱

It is MTR Corporation Limited's ("the Corporation", "we" or "our") policy to comply with the requirements of the **Personal Data (Privacy) Ordinance** (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. Any personal data which is collected shall be handled in accordance with this Personal Information Collection Statement ("**PICS**"). This PICS may from time to time be revised, or otherwise changed where we deem necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

香港鐵路有限公司（「港鐵公司」、「我們」或「我們的」）的政策是遵守香港特別行政區法例（第486章）《個人資料（私隱）條例》。任何已收集的個人資料將依循本收集職位申請人個人資料聲明（「聲明」）處理。若我們認為有必要時，本聲明可不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸，概以英文版本為準。

2. Purposes of Collection of Personal Data 收集個人資料的目的

Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. The personal data collected from you will be used for purposes relating to your application for employment with the Corporation (including any particular position(s) you applied for and/or such other vacancies which the Corporation may have) and in the course of your proper performance of the job duties during employment with the Corporation ("**Purpose**"). You must ensure that all personal data provided to the Corporation are accurate, complete and up-to-date. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

閣下必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。所有向閣下收集的個人資料將用於處理閣下於港鐵公司之職位申請（包括閣下所申請的任何個別職位及/或其他港鐵公司可能有空缺的職位）及於受僱後執行公司正常職務之用途。閣下須確保向港鐵公司提供準確、完整及最新的個人資料。如閣下未能提供所需資料，或所提供的個人資料不準確或不完整，可能影響該職位申請的處理和結果。

3. Disclosure and Security of Personal Data 個人資料之披露及保安

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties:

- (a) any agent, contractor or third party who provides services to us with respect to matters relating to your application for employment with the Corporation, and
- (b) any person to whom we are under an obligation to make disclosure under the requirements of any law binding on us.

Except as mentioned in the above paragraphs, your personal data will be accessible only by staff members of Human Resource Management Department and the relevant line managers of the recruiting department or his/her delegate(s) who are authorised to handle your personal data in the recruitment and selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

我們將採取一切可行步驟將閣下的個人資料保密，但我們可能會將該等資料移轉/轉讓予下列各方：

- (a) 就閣下申請港鐵公司職位之有關事宜提供服務的任何代理、承辦商或第三方服務提供者，及
- (b) 根據對港鐵公司具約束力的任何法律規定，港鐵公司有責任向其作出披露的任何人士。

除上述情況外，閣下的個人資料將只供人力資源管理部員工、招聘部門之相關經理或經其授權於招聘及遴選程序中處理閣下的個人資料之員工審閱。任何被指派處理個人資料之人士須按指示遵照本聲明之規定行事。

4. Access and Correction of Personal Data 個人資料之查閱及改正

You may at any time request access to and to correct personal data relating to you in any of our records. A reasonable fee may be charged to you for processing any data access request. Any request for the correction of or access to personal data should be addressed in writing to the Personal Data Privacy Officer, Legal – General Department at MTR Headquarters Building, Telford Plaza, Kowloon Bay, Hong Kong or emailed to PDPO@mtr.com.hk.

閣下可隨時要求查閱及改正在港鐵公司之任何紀錄中與閣下有關係的個人資料，而港鐵公司可能為此向閣下收取合理費用。任何查閱或改正個人資料之要求應以書面形式向以下人士提出：

法律常務部 個人資料私隱主任

地址：香港九龍灣德福廣場港鐵公司總部大樓

電郵：PDPO@mtr.com.hk

5. Retention of Personal Data 個人資料之保留

We will keep your personal data only for as long as necessary to fulfill the Purpose for which the data was collected. Personal data on an unsuccessful applicant will normally be destroyed six months after rejection of the application.

我們會在為貫徹收集閣下的個人資料之目的所需之時間內保存該等資料。在一般情況下，未獲取錄申請人的個人資料將於其落選日期後6個月全部銷毀。