

UOW COLLEGE HONG KONG/COMMUNITY COLLEGE HONG KONG

Application Form for Executive/Clerical/Technical Posts

行政、文書及技術員工職位申請表

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| <p>Notes for Applicants</p> <ol style="list-style-type: none"> This application form should be completed in block letters and submitted via e-mail at hr@cccu.edu.hk or by post UOWCHK/CCCU, c/o Human Resources Unit, UOW College Hong Kong/Community College Hong Kong, FW402, 4/F, Festival Walk Tower, 80 Tat Chee Avenue, Kowloon Tong, Hong Kong. Please use a separate sheet for further details and explanations where necessary. Please ensure that all parts in the form are completed accurately. Do not send any copies of academic certificates/qualifications. Successful applicants will be required to produce originals for photocopying by UOW College Hong Kong/Community College Hong Kong ("UOWCHK/CCCU") in due course. All information provided will be treated in STRICT CONFIDENCE and used for appointment and other employment-related purposes by UOWCHK/CCCU. It may be disclosed to personnel, departments or agencies authorized to process the information for purposes relating to appointment. Information of unsuccessful applicants will be destroyed after the recruitment exercise when no longer required. Your application will not be considered if you fail to provide all information as requested. For correction of or access to personal data after submission of this application, please contact the subject officer of the Human Resources Office and quote the reference of the post applied for. <p>申請者需知:</p> <ol style="list-style-type: none"> 請將填妥的申請表格，透過電郵寄到 hr@cccu.edu.hk 或郵寄九龍塘達之路 80 號又一城商業大樓 4 樓 FW402 室香港伍倫貢學院/香港城市大學專上學院人力資源處收。如空位不敷填寫時，可另行寫在白紙上，連同表格一併交回。 請確實本表格所填寫資料正確無訛。 請勿郵寄學歷證書副本香港伍倫貢學院/香港城市大學專上學院("學院")將於選聘期間要求成功的申請者出示學歷證書正本以供複印核對。 所提供的資料將絕對保密，並將用作學院聘選及其他與僱傭有關事宜。所提供資料或會發放給處理聘選事宜之職員、部門或學院特許之代理人。未被取錄的申請者資料將於聘選過程完結後被銷毀。 如未能提供所需資料，申請者所申請之職位將不獲考慮。 申請者如欲更改或查閱填報在申請表格上的個人資料，請與人力資源處聯絡，並列出所申請職位的檔案編號以便安排。 | <p style="text-align: center;">For Office Use 公事上用</p> <p>Ref. No.</p> <p>Referred to Dept.</p> <p>Shortlisted/Rejected</p> <p>Interview</p> <p>Pre-employment Test</p> <p>Result</p> |
| Post applied for 申請職位名稱 | Advertisement Ref No. 廣告編號 |
| Department 部門 | |

I. Personal Particulars 個人資料

| | | |
|---|--|-------------|
| Name in Chinese (as on HKID Card) 中文姓名(須與香港身份證相同) | Name in English (as on HKID Card) 英文姓名(須與香港身份證相同) | |
| Date of Birth (dd/mm/yyyy) 出生日期(日/月/年) | Title: * <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss 稱號 * <input type="checkbox"/> 先生 <input type="checkbox"/> 太太 <input type="checkbox"/> 女士 <input type="checkbox"/> 小姐 | |
| Place of Birth 出生地點 | Hong Kong I.D. Card No. 香港身份證號碼 | |
| E-mail 電郵 | Fax 傳真 | |
| Telephone No. 電話號碼 : Office 辦公室 | Home 住所 | Mobile 手提電話 |
| Correspondence Address 通訊地址 | | |
| Residential Address (if different from the above address) 住址 (如與上址不同) | | |

II. Educational Background (in reverse chronological order) 學歷 (請倒序列出)

| From 由 | To 至 | School/College/University Attended (if part-time, please specify) 曾就讀學校名稱 (如屬部分時間就讀，請註明) | Qualification Obtained (Certificate, Diploma, Degree etc. In the case of Degree, specify classification and field of study) 所獲資格 (證書、文憑、學位等， 如屬學位，請列明所修科目及成績等級) | Date of Award (dd/mm/yyyy) 頒發日期 (日/月/年) |
|-------------------|-------------------|---|---|--|
| Mth. / Yr. 月 年 | Mth. / Yr. 月 年 | | | |
| | | | | |

III. Practical Training (including apprenticeship, technical training, etc.) (in reverse chronological order) 職業或專門技能訓練 (請倒序列出)

| From 由 | To 至 | Title and Description of Training 訓練課程名稱及性質 | Name of Organization 受訓機構名稱 | Award 所獲資格、文憑或證書 |
|-------------------|-------------------|--|--------------------------------|---------------------|
| Mth. / Yr. 月 年 | Mth. / Yr. 月 年 | | | |
| | | | | |

IV. Work Experience (in reverse chronological order) 工作經驗 (請倒序列出)

| From 由 Mth./Yr.年 | To 至 Mth./Yr.年 | Title of Position Held & Nature of Work 職位及工作性質 | Name & Address of Organization 工作機構名稱及地址 |
|--|-------------------|---|---|
| Period of notice of resignation required by your present employment 現職辭工所需通知期 | | Present Basic Salary per annum \$ 現職每月底薪 \$ x 每年 | p.m. x 期權 months |
| Earliest date available if appointed 如被錄用可於何日上任 | | Incremental Date 加薪日期 | Other Allowances (please specify) 其他津貼 (請詳細列明) |
| Please state your expected salary. 請列明薪金要求 | | | |

V. Other Information 其他資料

Have you recently applied for other appointment(s) in City University of HK or UOW College Hong Kong/Community College Hong Kong?
你最近曾否申請香港城市大學或香港伍倫貢學院/香港城市大學專上學院其他職位?
* Yes 是 / No. 否 If yes, please specify the post(s) and the department(s) 如曾申請, 請列明職位及部門:.

Are you holding an appointment in City University of HK or UOW College Hong Kong/Community College Hong Kong?
你現時是否受聘於香港城市大學或香港伍倫貢學院/香港城市大學專上學院?
* Yes 是 / No. 否 If yes, please specify the post and the department. 如屬現任員工, 請列明職位及部門:

If you are closely related to any employees of City University of Hong Kong or UOW College Hong Kong/Community College Hong Kong (e.g. relative, close friend, former colleague, etc.), please state their names, positions and relationships to you.
申請者如與任何現職於香港城市大學或香港伍倫貢學院/香港城市大學專上學院之僱員有緊密關係(例如: 親屬、好朋友、前工作同事等), 請列明其姓名、職銜及與申請者之關係。

| Name 姓名 | Position and Department 職銜及部門 | Relationship 與申請人關係: | Relatives 親屬 | Others 其他 |
|---------|-------------------------------|----------------------|--------------|-----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

VI. Referees (Please state your present or recent employer in whose employment you have served for a substantial period.)

諮詢人 (須為申請者現職或近期僱主)

Name 姓名: _____ Title of Position Held 職位: _____

Address 地址: _____ Telephone No. 電話號碼: _____

We may write to your present/previous employer(s) if it is decided to invite you for interview. If you wish us to give you prior notification before approaching your present employer, please put "x" in the box . To facilitate the College to obtain the reference report(s), please complete the authorization below:
如香港伍倫貢學院/香港城市大學專上學院("學院")邀請閣下出席面試, 學院或會通知你現職及過往僱主。如希望學院預先通知才與你的現職僱主聯絡, 請在空格 內劃上 "x"。為方便學院能取得諮詢報告, 請填妥以下的授權書:

I hereby authorize the UOW College Hong Kong/Community College Hong Kong to obtain information relating to my work performance and employment record from my present/previous employer(s). 本人授權香港伍倫貢學院/香港城市大學專上學院可向本人的現職及過往僱主索取有關本人的工作表現及僱傭任職紀錄。

Date 日期: _____ Signature 簽署 : _____

* Passport 護照號碼/
 H.K. Identity Card No. 香港身份證號碼: _____ Name 姓名 : _____

Notes to Internal Applicants: 校內申請者注意事項: In the process of considering your application, the recruiting department may approach your serving department for seeking reference. 在考慮你的申請過程中, 徵聘部門或許會與你現職部門聯絡索取諮詢。

VII. Declaration 聲明

I declare that the information given in the application is correct and complete to the best of my knowledge. I understand that if I knowingly give false information or withhold any material information, UOW College Hong Kong/Community College Hong Kong has every right to rescind any verbal/written offer of appointment and I will be liable to dismissal if I am eventually appointed UOW College Hong Kong/Community College Hong Kong.
本人謹此聲明, 在此申請書上填報之資料全屬確實無訛。若本人故意提供虛假資料, 或隱瞞任何重要資料, 伍倫貢學院/香港城市大學專上學院可取消已發出的口頭或書面聘約, 或縱使已獲聘任仍可遭解僱。

Date 日期: _____ Signature 簽署 : _____