

# UOW COLLEGE HONG KONG/COMMUNITY COLLEGE OF CITY UNIVERSITY

## Application Form for Temporary/Part-time Posts

### 臨時/兼職職位申請表

<p><b>Notes for Applicants</b></p> <ol style="list-style-type: none"> <li>This application form should be completed in block letters and submitted via e-mail at <a href="mailto:hr@cccu.edu.hk">hr@cccu.edu.hk</a> or by post UOWCHK/CCCU, c/o Human Resources Unit, UOW College Hong Kong/Community College of City University, 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.</li> <li>Please ensure that all parts in the form are completed accurately.</li> <li>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 of City University "UOWCHK"/"CCCU" in due course.</li> <li>All information provided will be treated in <b>STRICT CONFIDENCE</b> 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.</li> <li>Your application will not be considered if you fail to provide all information as requested.</li> <li>For correction of or access to personal data after submission of this application, please contact Human Resources Unit and quote the reference of the post applied for.</li> </ol> <p>申請者需知:</p> <ol style="list-style-type: none"> <li>請將填妥的申請表格，透過電郵郵寄到 <a href="mailto:hr@cccu.edu.hk">hr@cccu.edu.hk</a> 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。</li> <li>請確實本表格所填寫資料正確無訛。</li> <li>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。</li> <li>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。</li> <li>如未能提供所需資料，申請者所申請之職位將不獲考慮。</li> <li>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。</li> </ol>	<p><b>For Office Use 公事上用</b></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	
Research Project Title (for research post) 如屬研究職位，請填研究計劃名稱	
Subject Preference (for part-time teaching post) 如屬部分時間教學職位，請列教科選擇	1 <sup>st</sup> Choice 首選 2 <sup>nd</sup> Choice 次選

**I. Personal Particulars 個人資料** [If you are currently a City University student, please provide information on items (a) to (e) and (h) only][如現為城市大學學生，只需填寫(a)至(e)及(h)部分]

(a) Name in Chinese (as on HKID Card) 中文姓名(須與香港身份證相同)	(b) City University student number 城市大學學生編號
(c) Name in English (as on HKID Card) 英文姓名(須與香港身份證相同)	(d) Title: * <input type="checkbox"/> Prof. / <input type="checkbox"/> Dr. / <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms. / <input type="checkbox"/> Miss 稱號: * <input type="checkbox"/> 教授、 <input type="checkbox"/> 博士、 <input type="checkbox"/> 先生、 <input type="checkbox"/> 太太、 <input type="checkbox"/> 女士、 <input type="checkbox"/> 小姐
(e) Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)	(f) Place of Birth 出生地點
(g) Hong Kong I.D. Card No. 香港身份證號碼	
(h) Correspondence Address 通訊地址	
(i) Telephone No.: Office 辦公室 電話號碼 Home 住所	(j) E-mail 電郵 (k) Fax 傳真

**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. Professional Qualifications (in reverse chronological order) 專業資格 (請倒序列出)**

Name of Professional Institution 專業學會	Award (Grade or class of membership) 所獲資格 (如會籍類別)	How Obtained(e.g. by examination/election) 獲取資格途徑 (如考試/選舉)	Date of Award (dd/mm/yyyy) 頒發日期(日/月/年)



**IV. Practical Training** (in reverse chronological order) 職業或專門技能訓練 (請倒序列出)

From 由 Mth. / Yr. 月 年	To 至 Mth. / Yr. 月 年	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

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

(Please include details of any part-time teaching experience if applying for a teaching post.) (如申請教學職位，請包括任何部份時間的教學經驗。)

From 由 Mth. / Yr. 月 年	To 至 Mth. / Yr. 月 年	Name & Address of Organization 工作機構名稱及地址	Title of Position Held & Nature of Work 職位及工作性質

Period of notice of resignation required by your present employment  
現職辭工所需通知期

Earliest date available if appointed  
如被錄用可於何日上任

Please state your expected salary. 請列明薪金要求

Present Basic Salary per annum \$  
現職每月底薪 \$ x 每年 期糧

Incremental Date 加薪日期

Other Allowances (please specify)  
其他津貼 (請詳細列明)

**VI. Other Information** 其他資料

Have you recently applied for other appointment(s) in City University of HK or UOWCHK/CCCU?  
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 Hong Kong or UOWCHK/CCCU?  
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:

Are you a full-time postgraduate student in City University of Hong Kong?  
你是否香港城市大學的全職研究生?  
\*  Yes 是 /  No. 否 If yes, please specify the level of study and the department 如屬全職研究生，請列明修讀程度及所屬部門:

For part-time lecturers teaching evening courses only:  
如申請部份時間教學職位之申請者，請填寫

No. of evenings available:  
可任教的晚間數目  
\*  1 /  2 /  3 /  4  
\*  一晚 /  二晚 /  三晚 /  四晚

Evenings available:  
可任教的晚間  
\*  Monday /  Tuesday /  Wednesday /  Thursday /  Friday  
\*  星期一 /  星期二 /  星期三 /  星期四 /  星期五

**If you are closely related to any employees of City University of Hong Kong or UOW College Hong Kong/Community College of City University (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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**VIII. 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, UOWCHK/CCCU has every right to rescind any verbal/written offer of appointment and I will be liable to dismissal if I am eventually appointed by UOWCHK/CCCU.  
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，香港伍倫貢學院/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 : \_\_\_\_\_