



香港青年協會職位申請表 (機場大使計劃)

YENAA _____

THE HONG KONG FEDERATION OF YOUTH GROUPS

APPLICATION FOR EMPLOYMENT (AIRPORT AMBASSADOR PROJECT)

申請人須知：

Notes to Applicant:

- 申請人須填妥申請表各項，並提供正確資料。如空位不敷填寫，應另頁詳列有關資料，並隨申請表附上。
Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- 申請人如未能提供全部所需的資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定的學歷、訓練、經驗或其他條件，或沒有在最後部份簽署，申請將不獲處理。
Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job, or if you do not signify your consent in the last part of the form.
- 如申請職位的日常職務涉及與兒童(即未滿 18 歲人士)有經常或定期接觸的工作，申請人將被協會要求進行性罪行定罪紀錄查核，並自行繳交所需費用。
If the usual duties of the position applied for would involve frequent or regular contact with children (i.e. persons under 18), you will be required to undergo Sexual Conviction Record Check (SCRC) at the SCRC Office of the Police and pay the related fee.
- 申請人所提供的資料，將用於招聘香港青年協會員工及作其他聘任用途。有關資料可能會送交獲授權處理申請人資料的部門/機構，以便進行各項入職審查，例如學歷評審、體格檢查及操守審查等。招聘程序完成後，未獲取錄申請人的資料將予銷毀，不再保留。
The information provided will be used for appointment to the Hong Kong Federation of Youth Groups and other employment-related purposes. It may be provided to departments/agencies authorized to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination and integrity checking etc. Information on unsuccessful candidates will be destroyed after the recruitment exercise.
- 獲安排面試的申請人將被要求出示申請表上列明獲頒發的文憑/證書或其他學歷證明文件的副本(尚待頒發文憑/證書者，請附上修業成績表副本)。請勿附上任何文憑/證書或其他學歷證明文件的正本。
You will only be required to attach copies of your diplomas/certificates or other qualification documents (or transcripts pending availability of diplomas/certificates) to the application form during interviews. Do not attach any originals of diplomas/certificates or other qualification documents.
- 提交申請後，如欲更改或查詢個人資料，請致電 2527 2448 與總辦事處聯絡。
For correction of or access to personal data after submission of the application form, please contact the Head Office of the Federation at 2527 2448.

申請職位：

Position applied for:

I. 個人資料 Personal Particulars

姓名(英文) Name (In English)		姓名(中文) Name (In Chinese)		Recent Photograph 近照
性別 Sex	出生日期 Date of Birth	年齡 Age	香港身份證號碼/護照號碼 I.D Card No. / Passport No.	
住址 Address				
通訊地址(如與上述不同) Correspondence Address (if different from above)				
電話號碼 (住址) Telephone No. Home	(辦公室) Office	(流動電話/傳呼機) Mobile/pager		
電郵地址 E-mail Address				

II. 學歷 (請按就讀日期順序列出) Academic Qualifications (in chronological order)

曾就讀學校名稱 Name of School Attended/Attending	就讀日期(月/年) Date of Attendance (Month/year)		已獲取/將獲取學歷 Qualifications Obtained/to be Obtained
	由 From	至 To	

中文科最佳成績 (請填上等級)
Best Results in Chinese Language Subject (Please specify your grading)

- _____ 香港中學會考
Hong Kong Certificate of Education Examination
- _____ 香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination
- _____ 香港高級程度會考
Hong Kong Advanced Level Examination

英文科最佳成績 (請填上等級)
Best Results in English Language Subject (Please specify your grading)

- _____ 香港中學會考(課程甲/課程乙)*
Hong Kong Certificate of Education Examination
(Syllabus A/Syllabus B)*
- _____ 香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination
- _____ 香港高級程度會考
Hong Kong Advanced Level Examination

*請刪除不適用者 (Please delete as appropriate)

III. 專業資格 (請按獲取專業資格日期順序列出) Professional Qualifications (in chronological order)			
專業資格 Professional Qualifications	頒發機構 Name of Issuing Authority	已獲取/將獲取資格 Qualification Obtained/to be Obtained	獲取/將獲取日期 Date Awarded/to be Awarded

IV. 工作經驗 (請按任職日期順序列出) Employment Record (in chronological order)						
期間 (月/年) Period (Month/Year)		公司/機構名稱 Name of Firm/Organization	職位 Position Held	薪金 Salary	工作性質 Description of duties	離職原因 Reason for leaving
由 From	至 To					

V. 諮詢人 References	
請列出兩位諮詢人姓名以供協會對閣下的品格及工作表現作出查詢。(直系親屬不能充任) List particulars of two persons, known to you personally, to whom references to your character and performance will be made. (These persons should not be relatives of the applicant.)	
姓名 Name	姓名 Name
職業 Occupation	職業 Occupation
公司/機構名稱 Name of Firm/Organization	公司/機構名稱 Name of Firm/Organization
公司/機構地址 Address of Firm/Organization	公司/機構地址 Address of Firm/Organization
電話號碼 Telephone No.	電話號碼 Telephone No.

VI. 其他資料 Other Information	
可上班日期 Expected Date of Availability	現職離職通知期 Notice Period Required for Resignation
閣下如有近親於協會工作，請列明其姓名、職位及與閣下之關係。 If you have any close relatives currently working in our Federation, please state their names, their positions and relationship to you.	
閣下曾否有刑事紀錄？ Do you have a criminal record? 有 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>	

VII. 聲明 Declaration	
本人證明以上所述確實無訛。本人亦明白倘若故意提供虛假資料或隱瞞重要事實，即使獲協會錄用，亦有遭即時解僱之虞。 I declare that the information given in this application is correct to the best of my knowledge. I understand that if I willfully give false information or withhold any material information, I shall render myself liable to dismissal even if I am appointed by the Federation.	
本人現同意協會向上述之諮詢人收集本人有關資料；並同意如申請職位的日常職務涉及與兒童(即未滿 18 歲人士)有經常或定期接觸的工作，向協會提供性罪行定罪紀錄，作為審核職位申請之用。 I hereby give my consent to the Federation to carry out reference check from the above listed referees, and to submit Sexual Conviction Record if the usual duties of the position applied for would involve frequent or regular contact with children (i.e. persons under 18) that may be necessary in arriving at any employment decision.	
日期 Date _____	簽署 Signature _____