

EMPLOYMENT APPLICATION FORM
職位申請書

Date: _____
 日期

Position Desired: _____ Salary Desired: _____
 投考工作職位 冀望薪金

Name in Chinese: _____
 中文姓名 (先生/女士/太太)*

Name in English: (Mr./Ms/Mrs.)* _____
 英文姓名

Date of Birth: (DD/MM/YY) _____ Place of Birth: _____
 出生日期 (日/月/年) 出生地點

HK Identity Card/Passport No.: _____ Country of Issue: _____
 香港身份証/護照號碼 簽發國家

Present Address: _____
 現居地址

Correspondence Address: _____
 (If different from the address given above)
 通訊地址 (如與上址不同)

Home Tel. No.: _____ Contact Tel. No.: _____
 住所電話號碼 日間聯絡電話號碼

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|---------------------------------|------------------|------------------|---------------|--------------|
| Languages you can speak 能講語言 | Cantonese 廣東話 | Putonghua 普通話 | English 英語 | Others 其他 |
|---------------------------------|------------------|------------------|---------------|--------------|

| Education and Training 教育及培訓 | | | From 由 | | To 至 | |
|---------------------------------|------------------------|----------------------------------|------------|-----------|------------|-----------|
| Education 教育程度 | Name of School 學校名稱 | Class Attended/Attending 就讀班級 | Month 月 | Year 年 | Month 月 | Year 年 |
| Primary 小學 | | | | | | |
| Secondary 中學 | | | | | | |
| Post-Secondary 專上學院 | | | | | | |
| University 大學 | | | | | | |
| Professional/Trade 專業訓練 | | | | | | |
| | | | | | | |

* Optional 刪去不適用者或可選擇不填寫

| Professional Qualifications 專業資格名稱 | Issuing Authority 頒發機構 | Date Received 發出日期 | Name of Licence 執照名稱 |
|---------------------------------------|---------------------------|-----------------------|-------------------------|
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|---------------------------|-----------------------|-----|---------------|
| Clerical Skills 文書工作技能 | PC Knowledge: 電腦知識 | | |
| | Typing: 打字速度 | wpm | Others: 其他 |

| Work Experience 工作經驗 | | In Reverse Chronological Order 請按現職日期逆序列出全部就業情況 | | | | | |
|-----------------------------|----------------|---|-----------|------------|-----------|-----------------------------------|---------------------------------|
| | | From 由 | | To 至 | | Full or Part-time 全職或 兼職 | Reasons for Resignation 辭職理由 |
| Name of Institution 機構名稱 | Position 職位 | Month 月 | Year 年 | Month 月 | Year 年 | | |
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If you are not selected for this position, would you like the Hospital to keep your application on file for the next 6 months in case other similar positions become available and your application will be included in the selection process?

假如你今次未獲取錄，你是否願意將你的申請表存於本院六個月，待當本院再招聘類似的職位時再作挑選？Yes是 No否

I, the undersigned, acknowledge that all information submitted by me in this application is true to my best knowledge and belief. I fully understand that purposely giving false information or withholding information shall render myself liable to dismissal if I am appointed to the service of Hong Kong Adventist Hospital.

本人明白上述填報資料屬實，倘若故意虛報資料或隱瞞重要事實，即使已獲本院錄用，亦有可能遭解僱。

Date _____
日期

Signature _____
簽署

HUMAN RESOURCES DEPARTMENT
港安醫院人力資源部

Personal Information Collection Statement
個人資料收集聲明

Purpose of Collection 收集資料的目的

The information provided by you will be used to process your employment application. All information provided will be kept in strict confidence. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

申請人所提供的資料將用於聘用有關的事宜上。所有提供的資料將一切保密。
招聘程序完成後，未獲取錄申請人的資料將全部銷毀。

Classes of Transferees 轉介人的類別

The personal data you provide may be disclosed to department heads/supervisors of other departments for interview and selection purposes.

申請人所提供的個人資料或者會轉介到其他有關部門的主任/主管以便進行接見及挑選有關的事宜。

This Department may give some of the information to other parties authorized by law to receive it. However, we will obtain your consent before using your Personal Data for any other purposes.

有關資料可能會送交獲法律授權處理的小組。但我們會先得到申請人的同意才將有關的個人資料用作其他用途。

Access to Personal Data 查閱個人資料

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application form.

根據個人資料(私隱)條例計劃一第六原則十八及二十二條訂明申請人有權查閱及改正個人資料。
權利包括申請人可要求一份本申請表格內所提供個人資料的複本。

Request for personal data access and correction relating to your employment application should be addressed to the Administrative Secretary of Human Resources Department, Hong Kong Adventist Hospital, 40 Stubbs Road, Hong Kong.
查閱及改正有關申請人在申請表格內個人資料的要求，請郵寄香港司徒拔道四十號，港安醫院人力資源部行政秘書收。

Equal Opportunity

We provide equal employment opportunities to all applicants without regard to race, colour, religion, age, sex, national origin, disability or marital status.

We would like to thank all applicants for applying, however, only those applicants selected for an interview will be contacted. With the consent from the applicants, unsuccessful applications will be kept active for 6 months. After that they will be destroyed and applicants have to reapply for other job openings

All information provided by applicants will be used strictly for recruitment purpose only and they will be destroyed after 3 months.