

**機 密**  
**CONFIDENTIAL**



**非教學人員職位申請表**

**APPLICATION FOR NON-TEACHING POST**

(填寫前請參閱背頁說明)

(Please read the notes overleaf before completing this form)

此欄由學校填寫  
For Official Use Only

申請編號  
Application No.

筆試編號  
Written Test No.

面試編號  
Interview No.

申請職位 Post Applied For	申請任職學校 School Applied For
	東華三院 _____ (校名)
	TWGHs _____ (School Name)

**個人資料 PERSONAL PARTICULARS**

姓名 (正楷書寫) Name in Full (in Block) 中文 (in Chinese) _____		*香港身份證/旅行證件號碼 *HK Identity Card/Travel Document No.	
英文 (in English) _____		電郵地址 E-mail Address	
出生日期 Date of Birth	出生地點 Place of Birth	國籍 Nationality	電話號碼 Telephone Number
			手提 Mobile 住宅 Home 辦公室 Office
永久地址 Permanent Address	中文 Chinese		
	英文 English		
通訊地址 (如與上址不同) Correspondence Address (If different from above)	中文 Chinese		
	英文 English		

**學歷/專業資格(按考獲資格/就讀日期順序列出) ACADEMIC/PROFESSIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER)**

學歷/專業資格/就讀班級/學系 Academic/Professional Qualifications/ Class/Department Attended	頒發機構/就讀學校 Issuing Authority/ School Attended	考獲日期/就讀日期 Date Attained/Period of Study		+ 如持學歷/專業資格, 請註明: 合格的科目及成績(例如: 良、 中級、甲等乙級榮譽學位等等) + For academic/professional qualification, please specify: subjects passed and grade/level attained (e.g. Credit, Intermediate, Second Class Honour Division I, etc.)	此欄祇供學校填寫 For Official Use Only 學歷正本呈核 Original Document Available	
		考獲日期或 由(月/年) Date Attained or From (M/Y)	至(月/年) To (M/Y)		有 (Y)/ 否 (N)	備註 Remarks

**回郵地址 MAILING ADDRESS**

姓名  
Name \_\_\_\_\_  
地址  
Address \_\_\_\_\_  
\_\_\_\_\_

姓名  
Name \_\_\_\_\_  
地址  
Address \_\_\_\_\_  
\_\_\_\_\_

請按任職日期順序列出截至目前為止的就業詳情 (包括兼職在內)

FULL EMPLOYMENT RECORD (INCLUDING PART-TIME JOB) TO DATE (IN CHRONOLOGICAL ORDER)

機構 Name of Firm	@全職 @Full Time	@兼職 @Part Time	由(日/月/年) From (D/M/Y)	至(日/月/年) To (D/M/Y)	最後擔任職位 Last Position	最後支取薪金 Last Drawn Salary
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諮詢人 [請提供能就你的工作能力及品格給予意見的兩位非近親人士的資料及聯絡方法, 其中一位須為你最近的僱主。你所申請任職學校的法團校董會(以下簡稱法團校董會)在決定聘用你前, 可能會諮詢他/她們。]

REFEREES [Please supply information and contact of two persons who can comment on your capabilities and conduct. They must not be your next of kin and one of whom should be your most recent employer. Before the Incorporated Management Committee of the school (IMC) decides to offer you a post, we may contact them and seek their references.]

姓名 Name	職業 Occupation	電話 Telephone No.	機構名稱及地址 Name and Address of Organization
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本人曾向東華三院/法團校董會申請下列職位:

I have previously applied for the following post(s) in the Tung Wah Group of Hospitals/IMC:

職位 Post	日期 Date	結果 Results
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聲明 DECLARATION

1. 茲特聲明: 本人\*從未/曾經因刑事案件被法庭定罪。本人已閱畢法團校董會人事紀錄通知書(附件), 並明瞭收集本人的個人資料的目的及其用途。本人亦明白倘若故意提供虛假資料或隱瞞事實(包括身體健康狀況), 即使獲法團校董會錄用, 亦有遭受即時解僱之虞。

(註: 曾犯刑事案者, 未必不獲錄用。)

I hereby declare that I \*have/have not been convicted of a criminal offence in a court of law. I have read through the Personnel Records Notice issued by the IMC (attached). I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I wilfully give any false information or withhold any material information (including my health condition), I shall render myself liable to dismissal despite that I am appointed to the service of the IMC.

(Note: A criminal conviction is not necessarily a barrier to employment.)

2. 本人授權法團校董會就上述目的將本人提供的資料披露予通知書上所列的有關人士及機構, 並同意法團校董會或其代表在考慮本人的職位申請時, 可向上述諮詢人查詢本人的工作及品格紀錄, 而本人亦授權上述諮詢人向法團校董會披露有關資料。

I authorize the IMC to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) in the Notice, and I hereby give my consent to the IMC or its delegate to obtain and the referee(s) listed above to release information regarding my employment and conduct for the consideration of my job application.

日期  
Date \_\_\_\_\_

簽署  
Signature \_\_\_\_\_

說明 NOTES

- 各欄資料必須正確填報。如遇空位不足時, 可另紙書寫。  
Please ensure that all information contained in this application form is accurate. If there is insufficient space, you may send in your particulars on a separate sheet of paper.
- 如所填資料含糊不清, 未能顯示你具有該職位所規定最低限度的學歷、訓練或經驗, 申請書將不獲接納。  
Your application will be rejected if you fail to indicate that you have the minimum qualifications, training or experience specified for the job.
- 填妥的申請書請寄回申請任職的學校。一切證書現時毋須檢附。  
The completed application form should be returned to the school applied for. There is no need to enclose any originals or copies of certificates with this application.
- \*請刪去不適用者。  
\*Please delete as appropriate.
- @請在適當的方格內加上'✓'號。  
@Please '✓' the appropriate box.
- +有關速記及打字技巧, 請註明考獲速度; 而持有文憑/學位的申請人, 請註明主修及副修科目。  
+For shorthand and typing skills, please indicate the highest speed attained; and for holders of diploma/degree, please indicate major and minor subjects taken.

# 法團校董會

## 人事紀錄通知書

在向你所申請任職學校的法團校董會(以下簡稱本會)提供任何個人資料之前，請閱讀本通知書。

本會可將你提供的個人資料，作為有關你受僱／可能受僱於本會的用途。

當你提供這些個人資料時，請確保這些資料是準確及完整的。如果你不向本會提供所需的資料或你提供錯誤／不完整的資料，你受僱／可能受僱於本會的情況將會受到影響。

同時，請注意你的個人資料可能會被本會交予：

- 本會內的有關人士；
- 需要該等資料作為你受僱或服務於本會的任何其他有關人等或機構；
- 根據法例本會得按法例的要求及指明的用途和目的提供該等資料予任何有關政府部門／適當的機構；或
- 在法律容許或授權的情況下。

本會將會在得到你的同意後，才使用你的個人資料作為其他目的。

如果你希望根據《個人資料(私隱)條例》要求查閱和／或改正你的個人資料，請將你的要求以書面寄交下列有關學務主任，地址是香港上環普仁街 12 號黃鳳翎紀念大樓 5 字樓：

- (1) 中學           ：學務主任（中學）
- (2) 小學           ：學務主任（小學）
- (3) 特殊學校      ：學務主任（特殊及學前教育）

## **INCORPORATED MANAGEMENT COMMITTEE**

### **PERSONNEL RECORDS NOTICE**

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Please read this notice before you provide any personal data to the Incorporated Management Committee of the school that you apply for (IMC).

The personal data provided by you will be used by the IMC for purposes relating to your employment/prospective employment with the IMC.

When you provide personal data to us, please make sure that the data are accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment with the IMC will be affected.

Please also note that your personal data may be made available to:

- appropriate persons in the IMC;
- any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of services to the IMC;
- any relevant government departments/appropriate authorities when the IMC is required to provide them under the relevant legislation for use for the purpose of that legislation; or
- where permitted or authorized by law.

We will obtain your consent before using your personal data for any other purposes.

If you wish to require access to and/or correction of your personal data, you may do so under Personal Data (Privacy) Ordinance. Such request should be made in writing and addressed to the following Assistant Education Services Secretary of the Education Division, Tung Wah Group of Hospitals on 5/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Sheung Wan, Hong Kong:

- (1) For secondary schools : Assistant Education Services Secretary (Secondary Schools)
- (2) For primary schools : Assistant Education Services Secretary (Primary Schools)
- (3) For special schools : Assistant Education Services Secretary (Special & Pre-school Education)