

市區重建局
URBAN RENEWAL AUTHORITY

Application Form for Employment 職位申請表

Please submit your application letter and full resume together with this Application Form for Employment.

請連同職位申請信及詳細履歷一併遞交。

Personal data provided by job applicants will be used in accordance with the attached "Personal Information Collection Statement Pertaining to Recruitment".

在使用求職者所提供的資料時，本局會嚴格遵守附件之“招聘方面的收集個人資料聲明”。

* Mandatory Fields

* 必須填寫的項目

Position Applied for* : _____

申請職位

Expected Total Remuneration* : \$ _____ x _____ months

期望總待遇

Current / Last Total Remuneration* : \$ _____ x _____ months

現時 / 離職總待遇

Date Available* : _____

可到任日期

相片

Personal Particulars 個人資料

Name (in English) 姓名 (英文)*

Name (in Chinese) 姓名 (中文)*

Sex 性別

Age 年齡

Date of Birth 出生日期

Place of Birth 出生地點

Nationality 國籍

H.K. Identity Card/Passport Number

香港身份證/護照號碼

Marital Status 婚姻狀況

Number of Children

子女人數

Spouse's Name 配偶姓名

Spouse's Occupation 配偶職業

Residential Address 住址*

Daytime Contact Telephone No. 日間聯絡電話*

Residential Telephone No. 住宅電話*

Email Contact 聯絡電郵*

Education* (Starting from the most recent one) 教育 (由最近期開始填寫)

Date 日期 (DD/MM/YYYY)		School, College, University 中學、專上學院、大學	Certificate, Diploma, Degree obtained 獲頒發之證書、文憑、學位
From 由	To 至		

Academic/Professional Qualification* 學歷及專業資格					
Date obtained (DD/MM/YYYY) 頒發日期		Qualification 認可資格	Issuing Authority 頒發機構		

Languages (including dialects) & Computer Knowledge* 通曉語言(包括方言)及電腦知識	
Written Language 書寫語言	Spoken Language & Dialects 能講語言及方言
Knowledge of Computer Software 電腦軟件知識	

Employment History* (Starting from the most recent one) 工作經驗 (由最近期開始填寫)					
Date 日期 (DD/MM/YYYY)		Name of Company 公司名稱	Last Position 離職時職位	Last Remuneration 離職待遇	Reason for Leaving (e.g. Resignation, Termination, Contract end, Redundancy or Others (please specify)) 離職理由 (例如: 辭職, 解僱, 合約完結, 遣散, 或其他(請說明))
From 由	To 至				

Referee* 諮詢人		
Please name two referees, one of whom should be your present or previous employer 請填寫兩名諮詢人，其中一名應為閣下現時或以前之僱主		
Name 姓名	Relationship 關係	Contact Telephone No. 聯絡電話

Declaration* 聲明

- A. Have you ever been found guilty of an offence relating to dishonesty or fraud in a court of law, whether or not in Hong Kong ?

你曾否經香港或外地的法庭判定有關不誠實或詐騙的罪行？

Yes 有_____ (Please give details 請列詳情_____)

No 沒有_____

- B. Have you ever been summarily dismissed by your previous employer(s)?

你曾否被你的前僱主即時解僱？

Yes 有_____

No 沒有_____

(The Authority may consider not offering employment to those candidates whose answer to any of the above questions is “yes”. 本局會考慮不予錄用對以上任何一條問題的答案為「有」的求職者。)

- C. Do you have any relatives or friends working in the Urban Renewal Authority?

你有否親屬或朋友在市區重建局工作呢？

Yes 有_____ (Please give details 請列詳情:

- Name 姓名_____ ; Relationship 關係_____ ; Position 職位_____

- Name 姓名_____ ; Relationship 關係_____ ; Position 職位_____

- Name 姓名_____ ; Relationship 關係_____ ; Position 職位_____)

No 沒有_____

- D. I declare that all information given in this form are true and correct to the best of my knowledge and understand that any false and misleading information given will lead to disqualification of my application or dismissal even after my appointment to the service of the Urban Renewal Authority.

I acknowledge receipt of a complete copy of Urban Renewal Authority's Personal Information Collection Statement pertaining to recruitment and understand the contents thereof.

I agree that all information and personal data given in this form will be used for purposes relating to my application for employment with the Urban Renewal Authority and in the course of my proper performance of the job during employment with the Urban Renewal Authority.

本人聲明，就本人所知，申請表內填報的資料全部屬實及正確；本人亦明白，填報任何虛假或誤導的資料，可導致被取消申請資格，即使已獲市區重建局(市建局)錄用，亦有可能遭解僱。

本人確認收妥市建局「關於招聘方面的收集個人資料聲明」的完整副本，並明白當中內容。

本人同意市建局有權使用本申請表內填報的所有資料，作為處理本人於市建局的職位申請及於受僱後執行市建局職務之用。

Signature 簽署_____ Date 日期_____