EMPLOYMENT OF NEW CONSTRUCTION WORK FORCE

(April 2018)

The Hong Kong Institute of Construction (HKIC) is proud to present our most recent graduates who are ready to join the work force, apply their new trade skills and contribute to Hong Kong's construction industry. Well-trained graduates of the following trades are now ready for employment:

| Trades | No. of graduates for interview in April | Contact number of responsible staff 2100 + (ext.) |
|--|---|---|
| Welding | 40 | |
| Curtain Wall and Aluminium Window Installation | 15 | |
| Construction Scaffolding | 10 | |
| Metal Scaffolding (Civil Engineering and Building Construction) | 30 | |
| Ground Investigation Operator Assistant | 2 | |
| Excavator Operation | 15 | Ms. Hung (9774) / Mr. Wong (9781) |
| Tower Crane Operation | 15 | |
| Tower Crane Operation (Erecting, Dismantling, Telescoping and Climbing) Worker's Assistant | 1 | |
| Bulldozer and Loader Operation | 10 | |
| Crawler-mounted Crane Operation | 10 | |
| Wheeled Telescopic Mobile Crane Operation | 10 | |
| Computer Aided Drafting | 12 | |
| Professional Certificate in Building Information Modelling (BIM) of Construction Industry | 2 | |
| Diploma in Quantity Measurement | 5 | |
| Measurement Technician Assistant | 7 | Ms. Wong (9561) / Mr. Tou (9543) |
| Building Construction Supervisor Certificate Course | 5 | |
| Surveying and Setting-out | 20 | |
| Site Surveying | 20 | |
| Concreting | 15 | |
| Bar-bending and Fixing | 130 | Ms. Ko (9644) / Ms. Cheng (9645) |
| Joinery for Building Works | 15 | Ms. Dy (9642) / Mr. Chan (9131) |
| Plumbing and Pipe-fitting in Building Construction | 30 | Ms. Ko (9644) / Mr. Chan (9131) |
| Timber & Aluminium Formwork | 100 | |
| Metal Formwork | 3 | Ms. Dy (9642) / Ms. Cheng (9645) |
| Repair & Maintenance in Building Works | 1 | |
| Painting | 30 | Ms. Leung (9643) / Mr. Chan (9131) |
| Bricklaying and Tiling | 13 | |
| Total | 566 | |

Please follow our simple procedure for recruiting HKIC graduates:

Please complete the "Registration Form for Employing Graduates" (Form 1, 2 or 3) and fax it to 2100 9290. The HKIC will respond within 1 working day on the availability of suitable graduates. We will arrange an interview within 5 days and follow up by phone within 5 days after the interview. The HKIC will follow up with the graduates regularly by phone after they are hired. If you do not hire the first candidate, we will arrange other graduates for your consideration.

We look forward to hearing from you and to meeting your employment needs with suitable candidates. If you do not see the skill that you need, please call the hotline at 2100 9000. If you wish to employ experienced graduates, please contact Ms. Joan CHENG at 2100 9127 for further enquiries.

Call the HKIC Employment Hotline Today!

Hotline: 2100 9000 Fax: 2100 9290

Website: http://www.cic.hk/eng/main/placement_/employers_area/employment_of_graduates_p/

Hong Kong Institute of Construction (HKIC) is a branch of the Construction Industry Council (CIC)



Hong Kong Institute of Construction Registration Form for Employing Graduates (For Full-time Adult Short Courses)

| Notes t | Notes to Employers: 1. Complete the form in ENGLISH and fay to the Heart Kong Institute of Construction (HKIC) Career Support Societies at 2100 9300 | | | | |
|---|---|---|---|----|--|
| 2 Select the trade you wish to recruit by putting a " in the box and specify the number of vacancies available in the space provided. | | | | | |
| Person | nal Data Collection Statem | if you are recruiting from more than one trade. | | | |
| 1 | | ovide to HKIC, including any personal data as defined | in the Personal Data (Privacy) Ordinance | | |
| | • | used solely for purposes related to the activities of t | | | |
| 2 | | | ay be of interest, the HKIC would like to use your personal data, including your | | |
| | | the construction industry. | ou in relation to training courses, trade testing, registration, events and other | | |
| 3 | | · | choose not to do so, please put a tick in the box below | | |
| 4 | | request access to and correction of any errors in you Street, Kwun Tong, Kowloon. | r personal data. If you wish to do so please write to the HKIC at 38/F, | | |
| | | any information from the HKIC in relation to its activ | ities or developments in the construction industry | | |
| Applic | ant's Declaration: | · | · · · · · · · · · · · · · · · · · · · | | |
| 1 | | to process and consider incomplete application for | | | |
| 2 | I confirm that I have rea | d the Personal Information Collection Statement an | o the information of this form. | | |
| | Crawler-mounted Cra | ane Operation | Repair & Maintenance in Building Works | | |
| | Wheeled Telescopic | Mobile Crane Operation | ☐ Joinery for Building Works | | |
| | Tower Crane Operati | · — | ☐ Marble Fixing & Laying | | |
| | Excavator Operation | | ☐ Measurement Technician Assistant | _ | |
| | Bulldozer & Loader C | | Computer Aided Drafting | | |
| | | · —— | <u> </u> | | |
| Ш | Ground Investigation | Operator Assistant | ☐ Structural Steel Welding (Civil Engineering & Building Construction) | | |
| | | | (CIVII ETIGITIEETITIS & BUILDING CONSTRUCTION) | | |
| Name | e of Employer/Organiz | ration: | | | |
| | | | | | |
| Addr | ess: | | | | |
| Name | e of Interviewer: | | Job Title: | | |
| Inter | view Date (*1): | (Year)(N | onth) (Day) Time (am/pr | n) | |
| Interview location(*2): | | ☐ Kowloon Bay Campus | ☐ Sheung Shui Campus ☐ Kwai Chung Campus | | |
| | | ☐ Others, please specify: | | | |
| Detai | ls of Vacancy: | Job Position: Job Nature: | | | |
| | | Project Name: | | | |
| | | Work Location/ Site Name: | Station on site? | No | |
| Empl | oyment Terms(*3,4): | | Daily Wage: \$ Join apprenticeship scheme? \square Yes \square | No | |
| | | Allowances: Overtime \$ | Lunch \$Travel \$ | | |
| | | Other Allowance(s): \$ | Estimated total monthly salary: \$ | | |
| Ohlow Beautinements (if any) | | | | | |
| Other | Requirements (if any | · | | | |
| Conta | act Person: | | Signature or Company Chop: | | |
| Email | Email : Contact Tel : | | | | |
| | Fax : | | Date: | | |
| Tax. | | | Date. | | |
| | Remarks: | | | | |
| *1: Upon receipt of the form, HKIC staff will contact you to confirm the interview schedule. *2: Interviews can be held at HKIC Campus (addresses specified below), or at the employer's office. | | | | | |
| *2. | · · | • | | | |
| *2: *3: | Interviews can be held | at HKIC Campus (addresses specified below), or | | | |
| | Interviews can be held Employer is required b (www.labour.gov.hk) f | at HKIC Campus (addresses specified below), or by law to arrange employees' compensation insu- for more information on Employment Ordinance | at the employer's office. ance for the employee. Please refer to Labour Department's website | | |

HKIC Campus:

Kowloon Bay Campus: 44 Tai Yip Street, Kowloon.
Kwai Chung Campus: 7 Kwai Hop Street, Kwai Chung, NT.
Sheung Shui Campus: 1 Fung Nam Road, Sheung Shui, NT.

Hong Kong Institute of Construction
Career Support Services
Enquiry Hotline 2100 9000
Fax 2100 9290



Hong Kong Institute of Construction Registration Form for Employing Graduates

(For Courses under Enhanced Construction Manpower Training Scheme (ECMTS))

| MOLES | to Employers: | | | | | |
|--|---|--|--|---|---|-------------|
| 1 | 1 Complete the form in ENGLISH and fax to the Hong Kong Institute of Construction (HKIC) Career Support Services at 2100 9290. | | | | | |
| 2 3 | , | | | | | |
| - | | | than one trade. | | | |
| 1 | nal Data Collection Statemo The information you prov | | nal data as defined in the Personal Da | ata (Privacy) Ordinance | | |
| _ | | used solely for purposes related to | | ata (i rivacy) Oramanec | | |
| 2 | To keep you informed of | HKIC activities and industry devel | lopments which may be of interest, t | he HKIC would like to us | e your personal data, including | your |
| | | | esses, to update you in relation to tr | aining courses, trade tes | sting, registration, events and o | ther |
| 3 | aspects of its work and th | • | formation. If you choose not to do so | n nlease nut a tick in the | hov helow | |
| 4 | | | f any errors in your personal data. If y | | | |
| | | Street, Kwun Tong, Kowloon. | | • | | |
| | I do not wish to receive a | ny information from the HKIC in r | elation to its activities or developme | nts in the construction in | ndustry | |
| | ant's Declaration: | ** *********************************** | to annication forms | | | |
| 1 2 | • | to process and consider incomple the Personal Information Collect | ion Statement and the information o | f this form. | | |
| | | | | | | |
| П | Timbor O Aluminium | Formulark | Curtain Wall & Alumin | : I | Motol Works | |
| H | Timber & Aluminium | FOITHWORK | | <u> </u> | ☐ Metal Works | (Ch:) |
| | Metal Formwork | | Window Installation | | ☐ Welding | (Chi) |
| | Bar-bending and Fixir | | ☐ Painting | | | (Eng) |
| | Concreting | | ☐ Bricklaying & Plasterin | | ☐ Metal Scaffoldir | · · · · — |
| | Site Surveying | g-out | ☐ Bricklaying & Tiling | | (Civil Engineerin | |
| \sqcup | Surveying and Setting | g-out | ☐ Plumbing & Pipe-fitting | - · · · · | Building Constru | uction) |
| Ш | Construction Scaffold | ling | in Building Constructio | n (Eng) | | |
| | | | ☐ Drainlaying | | | |
| | | | ☐ Tower Crane Operatio | n | | |
| | | | (Erecting, Dismantling, | , | | |
| | | | Telescoping and Climb | ing) | | |
| | | | Worker's Assistant | | | |
| | | | | | | |
| Name | e of Employer/Organiz | ation: | | | | |
| Addr | ess: | | | | | |
| Name | e of Interviewer: | | Job Title: | | | |
| Interv | view Date (*1): | (Year) | (Month) | (Day) Time | | (am/pm) |
| Interv | view location(*2): | ☐ Kowloon Bay Campus | ☐ Sheung Shui | Campus | ☐ Kwai Chung Can | npus |
| | | ☐ Others inlease specify: | | | | |
| Detai | | | | | | |
| Project Name: | | | | | | |
| | ls of Vacancy: | Job Position: | | | t Number: | |
| | ls of Vacancy: | Job Position: Project Name: | | Job Nature: Project Contrac | | Yes 🗌 No |
| Empl | ls of Vacancy: oyment Terms(*3,4): | Job Position: Project Name: Work Location/ Site Name: | : | Job Nature: Project Contrac Station on site? | | Yes No |
| Empl | ŕ | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ | : or Daily Wage: \$ | Job Nature: Project Contrac Station on site? Join a | pprenticeship scheme? | ☐ Yes ☐ No |
| Empl | ŕ | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ | :or Daily Wage: \$ | Job Nature: Project Contrac Station on site? Join a | pprenticeship scheme? | ☐ Yes ☐ No |
| Empl | ŕ | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ | : or Daily Wage: \$ | Job Nature: Project Contrac Station on site? Join a | pprenticeship scheme? | ☐ Yes ☐ No |
| · | ŕ | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | :or Daily Wage: \$ | Job Nature: Project Contrac Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| · | oyment Terms(*3,4): | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | or Daily Wage: \$Lunch \$ | Job Nature: Project Contrac Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| Othe | oyment Terms(*3,4): r Requirements (if any | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | or Daily Wage: \$Lunch \$ | Job Nature: Project Contrac Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| Othe | oyment Terms(*3,4): r Requirements (if any act Person: | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | or Daily Wage: \$Lunch \$Signature or Con | Job Nature: Project Contract Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| Other Conta | oyment Terms(*3,4): r Requirements (if any act Person: | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | : or Daily Wage: \$ Lunch \$ Signature or Con | Job Nature: Project Contrac Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| Other | oyment Terms(*3,4): r Requirements (if any act Person: | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$ | : or Daily Wage: \$ Lunch \$ Signature or Con | Job Nature: Project Contrac Station on site? Join a Estimated total mo | pprenticeship scheme? Travel \$ nthly salary: \$ | Yes No |
| Other Conta Email Fax: Remar *1: *2: *3: | oyment Terms(*3,4): r Requirements (if any act Person: I: Upon receipt of the form Interviews can be held at Employer is required by I for more information on | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$): A HKIC staff will contact you to content HKIC Campus (addresses specified was to arrange employees' competent ordinance. | or Daily Wage: \$ Lunch \$ Signature or Con Contact Tel: Date: Date: | Job Nature: Project Contract Station on site? Join a Estimated total mon | pprenticeship scheme? Travel \$ nthly salary: \$ Department's website (www.lab | Our.gov.hk) |
| Other Conta Email Fax: Remar *1: *2: | oyment Terms(*3,4): r Requirements (if any act Person: !: Upon receipt of the form Interviews can be held at Employer is required by I for more information on Required by law, an emp | Job Position: Project Name: Work Location/ Site Name: Monthly Salary: \$ Allowances: Overtime \$ Other Allowance(s): \$): A HKIC staff will contact you to content HKIC Campus (addresses specified was to arrange employees' competent ordinance. | or Daily Wage: \$ Lunch \$ Signature or Con Contact Tel: Date: Date: d below), or at the employer's office nsation insurance for the employee. | Job Nature: Project Contract Station on site? Join a Estimated total mon | pprenticeship scheme? Travel \$ nthly salary: \$ Department's website (www.lab | Our.gov.hk) |

Kowloon Bay Campus: 44 Tai Yip Street, Kowloon.
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Hong Kong Institute of Construction (For Courses under Enhanced Construction Supervisor/Technician Training Scheme (ECSTS)) **Registration Form for Employing Graduates** Notes to Employers: $Complete \ the \ form \ in \ ENGLISH \ and \ fax \ to \ the \ Hong \ Kong \ Institute \ of \ Construction \ (HKIC) \ Career \ Support \ Services \ at \ 2100 \ 9290.$ Select the trade you wish to recruit by putting a " < " in the box and specify the number of vacancies available in the space provided. Complete a separate form if you are recruiting from more than one trade. Personal Data Collection Statement The information you provide to HKIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the HKIC. To keep you informed of HKIC activities and industry developments which may be of interest, the HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. I do not wish to receive any information from the HKIC in relation to its activities or developments in the construction industry The HKIC may be unable to process and consider incomplete application forms I confirm that I have read the Personal Information Collection Statement and the information of this form. **Training Courses** No. of vacancies to be offered Civil Engineering Supervision **Building Services Supervision Building Construction Supervision** Name of Employer/Organization: Name of Interviewer: ______ Job Title: ______ Interview Date (*1): (Year) (Month) (Day) Time: (am/pm) Interview location(*2): ☐ Kowloon Bay Campus ☐ Sheung Shui Campus ☐ Kwai Chung Campus ☐ Others, please specify: Details of Vacancy: Job Position: Job Nature: Project Name: Project Contract Number: Work Location/ Site Name: Station on site? ☐ Yes ☐ No Join apprenticeship scheme? ☐ Yes ☐ No

Employment Terms (*3,4):

| | #1st to 6th month of Employment | 7th to 12th month of Employment |
|---|---------------------------------|---------------------------------|
| Monthly Salary / Daily Wage | | |
| Overtime allowance | | |
| Lunch allowance | | |
| Travelling allowance | | |
| Other allowance(s) | | |
| Estimated total monthly salary | | |
| Any special requirement(s) for the position(if appropriate) | | |

#HKIC grants On-the-job Training Allowance to student at \$250/daily, approximately \$6000/month during those months. Employers are recommended to pay no less than minimum wage to students according to the respective legislation of HKSAR.

| Contact | Person: | Signature or Company Chop: | |
|---------|---------|----------------------------|--|
| Email : | | Contact Tel : | |
| Fax : | | Date: | |

Remarks:

- *1: Upon receipt of the form, HKIC staff will contact you to confirm the interview schedule.
- *2: Interviews can be held at HKIC Campus (addresses specified below), or at the employer's office.
- *3: Employer is required by law to arrange employees' compensation insurance for the employee. Please refer to Labour Department's website (www.labour.gov.hk) for more information on Employment Ordinance.
- *4: Required by law, an employer may employ a young person aged under 19 in a designated trade only if the young person is employed as an apprentice under a valid contract of apprenticeship. Details please refer to http://apple.vtc.edu.hk/tc

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