

## CONFIDENTIAL 機密

# Application Form for Instructing Staff 授藝職位申請表格

Form No. HR-06 Rev D 1-Sept-17

#### Personal Information Collection Statement Pertaining to Recruitment

The personal date collected in this application form will be used by the Construction Industry Council to assess your suitability to assume the job duties of the position for which you have applied. All personal data on the application form are regarded as material for selection purposes. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of applicants for future recruitment purposes for two years. When there are vacancies in our other departments during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it to our Human Resources Department.

#### 《招聘方面的收集個人資料聲明》

建造業議會會將本申請表所收集的個人資料,使用於評估你是否適合擔任所申請的職位。 申請表中所有項目是挑選合適入選者所必須考慮的資料。求職者如不提供此等資料,會對申請的處理及結果有所影響。 建造業議會的政策是為日後的招聘活動保留求職者的個人資料兩年。如建造業議會屬下的部門在此期間出現職位空缺,建造業議會或會將你的申請轉交有關部門考慮。 根據《個人資料(私隱)條例》,你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利,請填妥建造業議會的《查閱資料要求表格》,交回人力資源部辦理。

辨	<del></del>										
1.	Position Applied 申請職位						編號 No.:				
	□ Supervising Instructor 主任導師	□In	structor 導								
	□ Instructor's Assistant 導師助理		□G	eneral Wo	rker 普通	工人					
2.	Employment Type 職位類別		□ F	ull-time 全耶	哉		□ Part-time 兼職				
3.	Please select the Trade 請選擇工種										
	□ Aluminium Window Installation 窗	<b> </b>	$\square$ N	□ Metal Scaffolding 金屬棚架							
	□ Bar Bending 紮鐵		□ Metal Work 金工								
	□ Bricklaying, Plastering & Tiling 泥	水		□ Plumbing & Pipe-Fitting 水喉							
	□ Concreting 混凝土			□ Surveying & Levelling 測量及平水							
	□ Curtain Walls 幕牆 □ Timber Formwork 釘板										
	□ Drainlaying 地渠			□ Truck-mounted Crane 貨車吊機							
	□ False Work Erection 臨時支架裝	嶔		□ Vocational Cantonese for Construction 建造業職業廣東話							
	□ Joinery 細木		□ Welding 焊接								
	□ Marble Laying 雲石 □ Others 其他										
4.	How did you know of the vacanc	y 請說明	從何處知悉	議會職位空	≥缺						
	□ CIC Training Centre 議會訓練中	□ CIC We	ebsite 議會	網頁	□ Jobsnet 建工網						
	□ HK Headline 頭條日報	•				□ Referral 轉介					
	□ Trainees Alumni Association 畢業	□ 工會 T	rade Union		□ Workers Registration Office 工人註冊處						
	□ Others 其他:										
5	Full Namo/English)#夕/茶立\					(Chinoso tht)					
	Full Name(English)姓名(英文)			7		(Chinese 中文) f Birth 出生日期					
6.	I.D. Card/Passport No.身份證/護照			7		(Chinese 中文) f Birth 出生日期					
6. 8.	I.D. Card/Passport No.身份證/護照 Residential Address(English)住址	(英文)	د خواد د	7							
6. 8. 9.	I.D. Card/Passport No.身份證/護照 Residential Address(English)住址 Correspondence Address(English	(英文)	业(英文)		7. Date o	f Birth 出生日期					
6. 8. 9.	I.D. Card/Passport No.身份證/護照 Residential Address(English)住址	(英文)	止(英文)			f Birth 出生日期					
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6. 8. 9. 10.	I.D. Card/Passport No.身份證/護照 Residential Address(English)住址 Correspondence Address(English .Telephone(Office)電話(辦公室)	(英文) ì)通訊地均		(H	7. Date o lome 住宅 2. Email	f Birth 出生日期 E) 電郵					
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i 14. Academic/Pro	fessional	Qualification 學術	杆及專	<b>基業資格</b>	(Plea	se atta	ch copie	es of docu	ment	proof.	<i>語附譜明戈</i>		
14. Academic/Professional Qualification 學術及專業資格 Certificate/ Diploma/ Degree/ Membership of Profession Trade Test/ Intermediate Trade Test 證書/ 文憑/ 學位/ 專業學會資格/ 技能測試(大工)/ 中級						stitutio	n/	Issued by 頒發機構					
15. Apprentices	hip Comp	leted 經完成之學	徒訓絲	楝				Т			. #588		
Name of Trade Name of Employer/Organis						s)		Fro	m 由	Perio	od 期間 T	o 至	
行業名稱 提供訓練之僱主 / 機			主/機	₹構 			Mth.月	_	r.年	Mth.月 Yr.			
	(Please attach copies of document proof.請附證明文件副本。)												
Name of Employe 僱主名稱	er	Position Held 職位		rom 由	od 期間 To 至 M 月 Y 年		S Fron 由		: Γο 至	- 1	Reason for Leaving 離職原因		
17. Salary Expe	ted 希望犯	<b>嬳得之薪酬</b>			18.	Date	Availab	le 能履新	之最-	早日期	]		
19. Relatives/Fri	19. Relatives/Friends Working in Construction Industry Council 在建造業議會任職之親友												
Name 姓名	Ži	Relationship 關	係		Department 部門					Position 職位			
20. Employee R	eferral Scl	heme 員工推薦獎	勵計	劃									
I hereby give	consent to	the following Ref	errer	to refer	me foi	this a	pplicatio	n. 本人同	意下	列推薦	点人推薦本	人之申請。	
Nam	e of Refer	rer 推薦人姓名			Dept working at CIC 於議會任職之部門								
21a. Have you ever been found guilty of an offence in a court of law or applied for bankruptcy, whether or not in Hong Kong? 你曾否經香港或香港以外的法庭判定有罪或申請破產?					21b. Are you a candidate with a disability? 你是否殘疾人士? Yes 是								
					□ Yes 是 □ No 否								
口 Yes 是 口 No 否				If yes, please indicate nature and degree of disability to facilitate arrangement of examination/interview									
If yes, please give details 如有,請列明詳情				如為殘疾人士,請註明殘疾性質及程度,以便作出適當的 考試/面試安排									
Note: The above conditions will not affect Construction Industry Council's decision on offer of appointment. 註: 建造業議會不一定因以上情況而不予錄用。				Note: Candidates with a disability are considered on equal terms with other applicants. 註: 建造業議會在遴選時對殘疾人士及其他申請人會一視同仁。									
22. Declaration													
I understand t CIC will not be termination wi	hat if I will e consider th the servi 故意虛報資 庸合約。	fully give any false ed. In the event ice of the Constru [料或隱瞞事實,才	that I	I was ap Industry 的申請將 <sup>2</sup>	pointe Coun 不獲考	ed by t cil. 慮;若	he CIC, t本人已	I shall re	nder 義會錄	mysel 禄用,	If liable to	immediate	

Please forward the completed Form to Human Resources Department by mail: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon or by fax: 2100 9023 or by e-mail: hrdi @cic.hk. For enquiries, please call our Enquiry Hotline at 2100 9024 within office hours from Monday to Friday. 請填妥此 表格以郵遞: 九龍觀塘駿業街 56 號中海日升中心 38 樓或傳真: 2100 9023 或電郵: hrdi @cic.hk 至人力資源部收。如有查詢,請於星期一至五辦公時間內 致查詢熱線 2100 9024。