

## Subcontractor Cooperative Training Scheme - Trainee Application Form

Form No. DSS-D02  
Rev G 01-09-2016

Please ✓ at the correct box ☐

### Choice of Trade (Please select from below)

Applicant will receive \$270 allowance per day for the following trades.

(According to the application submitted by Employer and approved by CIC on or after 1 September 2016)

A. Bricklayer	B. Tiler	C. Plasterer
D. Timber Formworker	E. Bar Bending and Fixer	F. Painter
G. Marble Polishing Worker	H. Tower Crane Operation Workers' Assistant	I. Concretor

First Choice : \_\_\_\_\_

Second Choice : \_\_\_\_\_

### Personal Particulars

Chinese Name:	English Name:
Residential Address:	
Contact Telephone Number :	
Email Address :	
HKID/ Passport No.:	

### Academic Background / Qualification

Education	<input type="checkbox"/> Postgraduate or above	<input type="checkbox"/> Secondary	<input type="checkbox"/> Primary	<input type="checkbox"/> Other(Please specific:)
Holding a valid 'Worker Registration Card'				
<input type="checkbox"/> Yes	Trade: _____	Ref No.: _____	Valid Until : _____	<input type="checkbox"/> No

### Working Experience

From-To (mth/yr)	Name of Company	Job Nature	Position

Do you need a working visa in HK? ☐ Yes ☐ No

Language ☐ Cantonese ☐ English ☐ Putonghua ☐ Others(Please specify): \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

### 《Personal Information Collection Statement》

1. The information you provide to the Construction Industry Council (CIC), including any personal data as defined in the Personal Data(Privacy) Ordinance ("**Personal Data**"), will be used by the CIC for the following purposes:
  - a) to assess your suitability for a vacancy on the Subcontractor Cooperative Training Scheme (SCTS)<sup>1</sup>;
  - b) to verify your identity;
  - c) to seek references;
  - d) to verify your employment history, education history and any qualifications;
  - e) to perform checks with law enforcement and other authorised agencies;
  - f) to process and pay your allowance under the SCTS; and
  - g) any other purposes related to the SCTS.
2. You further agree that CIC may disclose and transfer your Personal Data to the relevant sub-contractor, the Hong Kong Construction Sub-Contractors Association and the Development Bureau for the purposes described at (1) above.
3. CIC may also disclose and transfer (within Hong Kong) your Personal Data to third party service providers engaged by CIC to assist it with the application process (including data entry, managing the CIC job application database, processing applications, and securely disposing of your Personal Data ("Third Party Service Providers")). These Third Party Service Providers are under a duty of confidentiality to CIC and are only permitted to use your Personal Data in connection with the purposes specified at (1) above, and not for their own purposes (including direct marketing).
4. When necessary CIC may also disclose and transfer (within Hong Kong) your Personal Data to its professional advisers, law enforcement and other credit and reference agencies for the purposes specified at (1) above or as may be required or permitted by the Construction Industry Council Ordinance (Cap. 587) or at law.
5. Any Personal Data supplied by you will be retained by CIC while it processes your application and will be accessible by other CIC employees, Third Party Service Providers engaged by CIC and the other third parties referred to at (2) and (4) above, for or in relation to any of the purposes stated at (1) above.
6. If your application is successful, your Personal Data will be retained by CIC for a period of **[7 years]**<sup>2</sup> after you cease to participate in the SCTS. If your application is unsuccessful, your Personal Data will be retained by CIC for a period of **[3 months]**<sup>6</sup>. CIC takes steps to ensure that your Personal Data is disposed of securely.
7. Subject to receiving your consent, CIC would like to keep you informed of its activities and industry developments which CIC feels may be of interest to you. CIC would like to use your Personal Data, including your name, phone number and correspondence and email addresses, to provide you with marketing materials on CIC 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 marketing materials. If you would like to receive marketing materials from CIC, please put a tick in the box below.  
  
☐ **I would like to receive marketing materials from CIC as described in (7) above.**
8. 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 CIC at 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

### DECLARATION

I hereby declare that the information provided by me in this application is true, complete and correct. False information and/or dishonest answer to any question above will result in dismissal from employment. I shall not be entitled for any compensation from the Company in this case.

I hereby give my consent to the CIC for passing this application form to the subcontractors. The CIC would not be liable for the use of information thereon.

I agree that if I am registered for the SCTS, I shall abide by the terms of the SCTS and the Trainee Regulations contained in the Trainee Handbook for Full-Time Short Term Courses for Adults issued by the CIC (the Regulations). If I am unable to complete the SCTS for whatever reason, including but not limited to dismissal from the SCTS for non-compliance with the Regulations or withdrawal from the SCTS before its completion or termination of the SCTS as applicable to me for whatever reason, the CIC has the right to request refund of any allowance paid to me and not to make any further payments to me under the SCTS. I agree not to bring any claims against the CIC relating to or arising from my allowance under the SCTS (or its payment or refund).

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Applicant's Signature

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Date

Completed form should be submitted by  
Post to DSS Department, Aberdeen Trade Testing And Training Centre, 95, Yue Kwong Road, Aberdeen, Hong Kong. ;  
or Fax to 2100 9290; or E-mail to [dssinfo@cic.hk](mailto:dssinfo@cic.hk)

<sup>1</sup> Details of the SCTS can be found here: [www.cic.hk/eng/main/training\\_development\\_for\\_new\\_practitioners/collaboration\\_schemes/scts/](http://www.cic.hk/eng/main/training_development_for_new_practitioners/collaboration_schemes/scts/)  
<sup>2</sup> The information should not be retained for a period longer than necessary.