

Trade Test & Intermediate Trade Test

**Proof of Work Experience for Application for Trade Test & Intermediate Trade Test - Employer's Certification** [for employer to report work experience proofs of employee]

Enquiry No.: 2100 9000

- Guides to Applicants:**
1. Please read the "Personal Information Collection Statement" before filling in the form;
  2. Please fill in all the items. Any omission of information may render the CIC under to process this form;
  3. This form is for reference only. Applicants may submit their employer's certification if necessary;
  4. Please submit the completed form along with the application form for trade test application;
  5. #Please delete where appropriate

I certify that \_\_\_\_\_ (name of employee)[HKID Card No.: \_\_\_\_\_ ( )] is employed by me / this company / this organisation# for the post of \_\_\_\_\_, whose personal particulars and relevant work experience and qualifications are as follows:

(1) Applicant Particulars (must be consistent with that on the HKID card)

Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

HKID Card No.: \_\_\_\_\_ ( )

Contact No.: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_ (company) \_\_\_\_\_

Address: \_\_\_\_\_

(2) 2.1 Work Experience in Hong Kong and Qualifications (submit extra information if necessary)

- Note: (1) **Application for Trade Test:** Applicants who do not have the qualification of Intermediate Trade Test Certification issued by the CIC of the applied trade must have at least 4 years of on-site work experience. If applicants have had the qualification of Intermediate Trade Test Certification issued by the CIC of the applied trade, they should have at least 2 years of on-site work experience;
- Application for Intermediate Trade Test:** Applicants should have at least 2 years of on-site work experience;
- (2) The CIC will inspect qualifications submitted by applicants by random checks, and will disqualify those who do not have the required qualifications or have supplied false information;
- (3) All changes must be confirmed by the countersign of employer/responsible person.

From (year/month)	To (year/month)	Name and location of the concerned construction works	Trade involved
/	/		
/	/		
/	/		
/	/		
/	/		
Total (years)			

(3) This is to certify that the aforementioned information is true and accurate in accordance with the records of the company / organisation#.

Name of company / organisation#		Signature of responsible person and company chop:	
Name of responsible person:			
Post of responsible person:			
Address:			
Tel:		Date:	

**【 Personal Information Collection Statement and Declaration of Applicant 】**

**Personal Information Collection Statement**

1. The information you provide to the Construction Industry Council or the Hong Kong Institute of Construction (the CIC or HKIC), including any personal data as defined in the Personal Data (Privacy), will be used solely for purposes related to the activities of the CIC or HKIC.
2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or 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.
3. The CIC or Hong Kong Construction Industry Trade Testing Centre may disclose and submit your personal information, including name, HKID card number, attendance records and course results, to the Labour Department (Suspended Working Platforms) for supervision and / or verification.
4. You must provide complete information to the CIC or HKIC. The CIC or HKIC may not process and / or consider your application if you have not provided complete information. You may agree to receive the aforementioned information. If you do not wish to receive the aforementioned information, please put a tick in the box below.
5. You have the right to request access to and correction your personal information. Such an application should be submitted to the CIC or HKIC in writing to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.
  - I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

**Declaration of Applicant**

1. I declare that all information given by me on this certification form is, to my best knowledge and belief, true and correct. I understand that giving false information or making false statement on this certification form knowingly is an offence under the law and my application is deemed to be invalid.
2. I authorise the CIC to acquire and review information about my qualifications from the issuing organisations such as my employer, government departments and statutory institutions.
3. **I have fully understood all the information contained in the proof document, and carefully read over the “Personal Information Collection Statement and Declaration of Applicant”.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_