

請於填寫本報名表格前細閱背頁之申請須知

Please read the "Notes for Application" overleaf carefully before completing this form

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

由本機構填寫 For SLCO-CR use only

錄取 Admitted       不錄取 Rejected       後補名單 Waiting List

**申請職位 Job applied for:**

<b>職位名稱 Job Title</b>

**甲部 Part A : 個人資料 Personal Particulars**

中文姓名:

Name in Chinese: \_\_\_\_\_

(必須與香港身份證相同 Must be the same as shown on HKID card)

稱謂:

Title:  先生 Mr.  小姐 Miss  太太 Mrs.  女士 Ms.

英文姓名:

Name in English: \_\_\_\_\_

姓氏 Surname

名字 First Name

(必須與香港身份證相同 Must be the same as shown on HKID card)

香港身份證/護照號碼:

HKID Card/Passport No.: \_\_\_\_\_

(用作核實申請人之身份 For verification of the applicant's identity)

護照持有人 For Passport Holder:

簽發國家 (如有):

Issuing Country (if any): \_\_\_\_\_

國籍:

Nationality: \_\_\_\_\_

出生日期:

Date of Birth:    日                  月                  年                  \_\_\_\_\_

聽力

Hearing Status:     聾/弱聽           健聽

手電/傳呼:

Mobile/Pager: \_\_\_\_\_

住宅電話:

Home Telephone: \_\_\_\_\_

電郵地址:

E-mail Address: \_\_\_\_\_

通訊地址:

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

室 Room/Flat      樓 Floor      座·大廈 Block, Building

\_\_\_\_\_

香港 HK    九龍 Kln    新界 NT    離島 Islands

屋苑·街道 Estate, Street/Road

地區 District

緊急事故聯絡人:

姓名

關係

電話號碼

Emergency Contact Person:    Name \_\_\_\_\_    Relationship \_\_\_\_\_    Phone no. \_\_\_\_\_

最高教育程度:

中學                   專上                   大學                   研究院或以上

Highest Achieved Education Level:    Secondary                  Post-Secondary                  University                  Postgraduate or above

其他·請註明:

Others, please specify \_\_\_\_\_

## 乙部 Part B: 學歷、工作經驗及技能 Qualifications, Work Experience and Skills

如此部份空位不敷填寫，申請人可使用額外紙張詳列有關資料。If there is insufficient space in this part, please give details on a separate sheet.

### i. 學歷及專業資格 (請順時序列出) Academic and Professional Qualifications (In chronological order)

由月 / 年 From MM / YYYY	至月 / 年 To MM / YYYY	頒授機構 Issuing Authority	學歷 / 專業資格 Academic / Professional Qualifications	頒發日期 Date of Issue

請附上有關學歷及專業資格之證明副本 (如適用)。Please provide copies of documentary proof for the Academic and Professional Qualifications (if applicable).

### ii. 工作經驗 (請順時序列出) Academic and Professional Qualifications (In chronological order)

由月 / 年 From MM / YYYY	至月 / 年 To MM / YYYY	公司名稱 Company Name	職位 (如屬兼職，請予註明) Position held (If part-time, please specify)	職責簡述 Scope of Duties

請附上有關工作經驗/推薦之證明副本 (如適用)。Please provide copies of documentary proof for the Academic and Professional Qualifications (if applicable).

### iii. 語言能力 Language Skills

	頒授機構 Issuing Authority	成績 / 程度 Results / Level	頒發日期 Date of Issue
英語 English			
香港手語 Hong Kong Sign Language			
其他語言 (請註明) Other Languages (Please specify)			

請附上有關語言能力測試之成績 / 有關證書副本 (如適用)。Please provide copies of documentary proof for the Academic and Professional Qualifications (if applicable).

## 丁部 Part D: 聲明 Declaration

### 個人資料收集聲明 Personal Data Collection Statement

此報名表格內所提供的個人資料將供本機構職員處理職位申請之用。如申請不被接納，本機構將銷毀一切有關的個人資料。

The personal data provided in this form will be used by SLCO-CR staff for purposes related to the processing of employment administration. Personal data of unsuccessful candidates will be destroyed.

### 申請人聲明 Applicant's Declaration

1. 本人謹此聲明在此報名表格及附件中填報的資料均屬完整正確，並授權語橋社會資源有限公司向有關機構索取有關本人之考試及就讀資料(如需要)。

I declare that the information provided in this form and the attached documents is accurate and complete. I authorise SLCO-CR to obtain information about my public examination results and records of studies from concerned institutions (if necessary).

2. 本人明白若提供任何虛假及誤導性的資料，本人的申請資格將被取消。

I understand that provision of any false or misleading information therein shall lead to disqualification of my application.

3. 本人如獲取錄，本人當遵守 貴機構的規則。

I consent that if employed, I will comply with all the Rules and Regulations stipulated by SLCO-CR.

4. 本人已細閱、明白並同意「個人資料收集聲明」及申請須知的內容。

I have noted, understood and agreed to the contents of the Personal Data Collection Statement and Notes for Application.

簽名

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

## 申請須知 Notes

### 入職要求 Employment Requirement

機構將依據個別職位的入職要求決定是否取錄申請人。詳情請參閱相關職位的招聘廣告。

SLCO-CR will determine whether to accept the application according to specific employment requirements of the post. Please refer to the recruitment advertisement of the post.

### 申請程序 Application Procedure

有興趣申請職位人士需填妥報名表格並連同下列有關資料郵寄到「香港九龍旺角廣東道 1125-1127 號廣建中心二樓」、於辦公時間 (星期一至五上午九時至下午六時) 內交回上述地址或電郵至 [hr@slco.org.hk](mailto:hr@slco.org.hk) (請於信封面或電郵主旨註明「職位申請」)

Those who are interested to apply for the post, please return the completed application with the following documents to "2F, Canton Plaza, 1125-1127 Canton Road, Mong Kok, Kowloon, HK" via post, by hand during office hours (9 AM-6 PM; Mon -Fri) or via email at [hr@slco.org.hk](mailto:hr@slco.org.hk) (please indicate on the envelope or email title "Job Application" )

- 香港身份證副本  
Copy of HKID Card
- 學歷證明文件副本 (如：香港中學會考 (HKCEE) · 香港中學文憑考試 (HKDSE) · 證書及文憑 · 等)  
Copies of academic qualifications (e.g. HKCEE, HKDSE, Certificates and Diplomas, Degree, etc.)

申請將於報名表格及所有有關資料副本 (如有註明) 完整收妥後才獲處理。我們將進行初步遴選。通過初步遴選的申請人將獲邀面試。評選委員會將決定取錄與否。本機構將以書面通知申請人有關錄取結果。

The application will only be processed when the completed application form and copies of relevant documents have been fully received. Applicants who passed the first round screening will be invited for an interview, where the selection committee will decide on the successful applications. Written notification on the application result will be provided to the applicant.

### 查詢 Enquiry

電郵地址 Email address:	<a href="mailto:info@slco.org.hk">info@slco.org.hk</a>
電話號碼 Telephone:	(852) 3943 1135
傳真號碼 Fax number:	(852) 3942 1015
地址 Address:	香港九龍旺角廣東道 1125-1127 號廣建中心二樓 2F, Canton Plaza, 1125- 1127 Canton Road, Mong Kok, Kowloon, HK