

APPLICATION FOR EMPLOYMENT 職位申請書



Post Applied For 申請職位 _____
Post Reference 職位編號 _____
Department (if applicable) 部門(如適用) _____
Specialism (if applicable) 專責(如適用) _____

Please read the **Notes for Applicants and Personal Information Collection Statement** on the last page of this form.

在填寫本表格之前，請先參閱末頁之申請人須知及收集個人資料聲明。

Applicant No. 申請人編號 _____

(For official use only) 只供本校填寫

(I) PERSONAL PARTICULARS 個人資料

Name in English (Surname first) 英文姓名(姓氏先行):	Name in Chinese 中文姓名:	(For official use only) (只供本校使用) HKID/Passport No. checked in order. Initial: Post: Name:
* H.K.I.D. Card/Passport No. * 香港身份證/護照號碼:	Passport Issuing Authority 護照簽發機關:	
* Please select 請選擇: <input type="checkbox"/> I am legally employable in Hong Kong 我可以在香港合法受僱 <input type="checkbox"/> I need to apply for a working visa in order to be legally employable in Hong Kong 我需要申請工作簽證才可合法在香港受僱		
Correspondence Address 通訊地址		
Contact Tel. No. 聯絡電話號碼:		
E-mail Address 電郵地址:		

(II) EDUCATION AND TRAINING (in chronological order) 教育及訓練 (請按日期順序列出)

(For qualifications obtained such as Certificate, Diploma, Degree, please specify field of study/subjects passed and level attained. Please add paper if required.)

(如所修讀的為證書、文憑或學位課程，請註明修讀範圍/及格科目與成績/考獲等級。如空位不敷填寫，請另頁詳列有關資料。)

Date (month/year) 日期(月份/年份)		School, College, University or Training Organization Attended 曾就讀的學校、學院、大學 或訓練機構	Full/Part-time or Distance Learning 全日制/部分時間 制或遙距課程	Qualification Obtained 獲頒學歷	Date of Award 頒授日期
From 由	To 至				

(III) PROFESSIONAL QUALIFICATIONS 專業資格

Name of Professional Institution 專業學會名稱	Class of Membership 資格類別	Date Obtained/To Be Obtained (month/year) 頒授/將頒授日期 (月份/年份)	By Examination or Exemption? Is It Currently Valid? 取得資格的途徑(透過考試或豁免?) 請註明資格是否仍然有效

(IV) FULL EMPLOYMENT RECORD TO DATE (in chronological order) (including past/current Institute employment)
截至目前為止的全部就業詳情 (請按任職日期順序列出) (包括以前/目前受僱於本校的資料)

Date (day/month/year) 日期 (日/月/年)		Name of Organisation 機構名稱	Full or Part Time# 全職或兼職	Position Held 職位	(For official use only) (只供本校填寫)
From 由	To 至				

For part-time employment, please indicate number of hours engaged per month # 如屬兼職，請列明每月工作時數

(V) FURTHER DETAILS OF PRESENT/MOST RECENT EMPLOYMENT 現時/最近期就業詳情

* Present/Most Recent Basic Salary * 現職/近職每月基本薪金 HK\$ _____ per month X _____ months 每月 月	Next Incremental Date (if any) 下次增薪日期 (如適用)	Notice Period Required by Present Employer 現職離職通知期	Earliest Date Available if Appointed 如獲聘用,最早到職日期
Bonus, Gratuity, Housing & Other Allowances (please specify) 花紅、約滿酬金、房屋津貼及其他津貼(請註明)			Expected Salary (per month) 要求薪金(每月)

(VI) OTHER INFORMATION 其他資料

Do you have relative(s)/close friend(s) currently employed by THEi? 你是否與香港高等教育科技學院任何現職僱員有親屬/好友關係?

* Yes 是 / No 否

※ Mandatory to provide the details below 必須於以下提供詳情

Name Department/Unit Post Relationship
姓名 部門/單位 職位 與應徵者的關係

Name Department/Unit Post Relationship
姓名 部門/單位 職位 與應徵者的關係

Please provide any other information which you consider relevant to your application here. 你可在此提供其他對你申請此職位有幫助的資料。

(VII) DECLARATION 聲明書

I understand that if I wilfully give any false information or withhold any material information, my application will not be further processed or I shall render myself liable to dismissal if I am appointed to the service of the Institute.

我明白如故意虛報或隱瞞重要資料，貴校將不會處理這申請。即使獲貴校錄用，本人亦有可能被解僱。

I understand and accept that the information given above will be provided to organizations authorized to process the information for appointment (e.g. qualification, integrity checking and pre-employment medical examination).

我明白並同意上述資料會送交已授權機構以便進行招聘工作 (例如查核資歷、品行及入職前體格檢查)。

Signature of Applicant 申請人簽署

Date 日期

Notes for Applicants 申請人須知

- (a) The Institute is an equal opportunity employer and adopts a policy of equal employment opportunities.
本校是一個推行平等機會的僱主，並提供平等就業機會予所有申請人。
- (b) This application form should be completed in block letters.
申請書必須用正楷填寫。
- (c) Your application may not be considered if you fail to provide all information as requested in the recruitment advertisement.
申請人如未能按招聘廣告內列出的人職要求提供所有資料，申請可能不被考慮。
- (d) Please ensure that all information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to this application. You are only requested to submit this completed form [THEi-HR-601 (Aug 2025)] and the curriculum vitae. You may be requested to provide originals and copies of certificates and other supporting documents at a later stage.
各項資料必須正確填報。如空位不敷填寫，請另頁詳列有關資料。你只須遞交本申請書〔THEi-HR-601 (Aug 2025)〕及履歷表。本校稍後或會要求你提供有關文件的正本及副本作查核。
- (e) You may be requested to provide information of a referee at a later stage. The referee must be your present or the most recent employer who is able to comment on your work performance and competence. Your consent will be sought before approaching the referee.
本校稍後或會要求你提供一位諮詢人的聯絡資料。諮詢人須為現職或近期僱主，並可提供關於你工作表現和能力的意見。本校會在獲得你的同意後才進行諮詢。
- (f) Only shortlisted applicants will be contacted for further assessment. If you do not hear from us within 10 weeks, you may consider that your application has been unsuccessful on this occasion.
本校只會聯絡初步入選的申請人作進一步評核。如你在十星期內未接獲通知，即表示你是次的申請並不成功。
- (g) Applications may be forwarded to other operational units of the Institute for consideration if the advertised post(s) have been filled and similar vacancies in the Institute arise.
若招聘之職位已有人選和本校有其他相關職位，此申請資料或會轉介至本校其他運作單位作考慮。

Personal Information Collection Statement 收集個人資料聲明

- (a) The personal data mentioned in this statement covers both the information the applicant provides in this form [THEi-HR-601 (Aug 2025)] and in the curriculum vitae.
本聲明所提及的個人資料包括申請人於本申請書〔THEi-HR-601 (Aug 2025)〕內及履歷表中所提供的資料。
- (b) The personal data provided in this form and in the curriculum vitae will be treated as confidential and used for recruitment and other employment-related purposes only. It may, if necessary, be provided to the relevant government departments and other organisations or agencies to process the information for purposes relating to recruitment and employment with the Institute.
申請人在本申請書內及履歷表中所提供的個人資料，將予絕對保密，並只用於招聘工作及其他與僱用有關的事宜上。如有需要，有關資料會送交相關的政府部門及其他組織或機構，用以進行與本校招聘工作及僱用相關的事宜。
- (c) The Institute will be unable to process this application if the information requested is not provided or incomplete. Provision of false information may be sufficient grounds for discontinuation of processing of this application, cancellation of job offer, and dismissal if the applicant is employed by the Institute.
申請人如未能提供所需資料，本校將無法處理該項申請。申請人若虛報資料，本校有權停止招聘手續、撤消聘書或於聘用後將其解僱。
- (d) Information on unsuccessful candidates will normally be destroyed 12 months after the completion of the recruitment exercise.
在一般情況下，未獲取錄申請人的資料將於招聘工作完成十二個月後全部銷毀。
- (e) Applicants have the right to access to their personal data and make correction thereof and to the information regarding the Institute's policies and practices on the personal data of its employees/job applicants. Any enquiries shall be made in writing to the Human Resources Officer of the Human Resources Office, 10/F, South Block, 133 Shing Tai Road, Chai Wan, Hong Kong, or by e-mail at thei-jobs@thei.edu.hk.
申請人有權要求查閱或更改個人資料及查詢本校對員工/求職者個人資料的政策和措施。如有任何查詢，可致函香港柴灣盛泰道133號香港高等教育科技學院南座10樓人力資源處，或電郵至thei-jobs@thei.edu.hk，與本校人力資源主任聯絡。