

(III) 請提供以下資料 Please provide the following information				
(a)	本人已獲取／將於本學年獲取學士學位，或同等學歷。 I have attained/will attain in current academic year a Bachelor's degree or equivalent.	是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>	
中文科最佳成績 Best Results in Chinese Language Subject 請於方格內填寫等級，如：5,4,3 或 A, B, C 等。 Please specify the grading, e.g. 5,4,3, or A, B, C etc. in the box(es).				
(b)	(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination	<input type="checkbox"/>		
	(ii) 香港高級程度會考 (高級程度／高級補充程度) Hong Kong Advanced Level Examination (A-level/AS-level)*	<input type="checkbox"/>		
	(iii) 香港中學會考 Hong Kong Certificate of Education Examination	2006 年或以前 Year 2006 or before	<input type="checkbox"/>	2007 年或以後 Year 2007 or after <input type="checkbox"/>
英文科最佳成績 Best Results in English Language Subject 請於方格內填寫等級，如：5,4,3 或 A, B, C 等。 Please specify the grading, e.g. 5,4,3, or A, B, C etc. in the box(es).				
(c)	(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination	<input type="checkbox"/>		
	(ii) 香港高級程度會考 (高級程度／高級補充程度) Hong Kong Advanced Level Examination (A-level/AS-level)*	<input type="checkbox"/>		
	(iii) 香港中學會考 Hong Kong Certificate of Education Examination	2006 年或以前 Year 2006 or before	<input type="checkbox"/>	2007 年或以後 Year 2007 or after <input type="checkbox"/>
	課程甲 Syllabus A/ 課程乙 Syllabus B*			

丙部 Section C - 就業詳情 Employment Record

截至目前為止的全部就業詳情 (按任職的日期順序列出)
Full Employment Record to date (in chronological order)

機構名稱 Name of the Firm	全職/ 兼職 Full-time/ Part-time	職位 Position held	工作性質 Nature of Work	日期 (月/年) Date (Month/Year)	
				由 From	至 To
全職工作年數 Total Full-time Employment:			年/Year(s)	個月/Month(s)	

* 請刪去不適用的項目 Please delete where inappropriate

丁部 Section D - 課外活動 Extracurricular Activities

課外活動名稱 Name of Extracurricular Activities	負責職位 Position	活動工作範疇 (例: 統籌戶外活動) Areas of Work (e.g. To coordinate outdoor activities)	日期 (月/年) Date (Month/Year)	
			由 From	至 To

戊部 Section E - 電腦應用 Computer Applications

請在適當方格加上“✓”號

Please indicate your knowledge of computer application(s) by inserting a “✓” in the appropriate box(es)

a.)	辦公室軟件 Office Software	Word	<input type="checkbox"/>	Excel	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	Access	<input type="checkbox"/>
		Others	<input type="checkbox"/>	Please specify 請指明 :					
b.)	圖像處理軟件 Photo Editors	PhotoShop	<input type="checkbox"/>	PhotoImpact	<input type="checkbox"/>	Illustrator	<input type="checkbox"/>	CorelDraw	<input type="checkbox"/>
c.)	網頁修改軟件 Web Editors	Frontpage	<input type="checkbox"/>	Dreamweaver	<input type="checkbox"/>				
d.)	影片修改軟件 Movie Editors	Windows Live Movie Maker	<input type="checkbox"/>						
e.)	打字速度 Typing Speed	中文 Chinese		w.p.m.	輸入法 Method		英文 English		w.p.m.

己部 Section F - 可履任日期 Date of Availability of Employment

如獲聘用，本人可於右列日期上任 If employed, I can report duty on the date indicated on the right	立刻 Immediate	<input type="checkbox"/>	右列日期以後 On the date indicated and after
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庚部 Section G - 聲明 Declaration

本人確認符合職位列明所需的人職要求。

I confirm that I meet the stipulated entry requirements for the job selected.

本人現附上／將會提交招聘廣告列明所需提交的證明文件。

I attach herewith/will submit the supporting documents as stipulated in the recruitment advertisement

本人明白在本申請書內所提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜上。環運會秘書處可能要求申請人就特定項目提供詳細資料，以支持申請個別職位。本人亦明白必須參閱招聘廣告內列出的有關要求填寫本申請書。如未能提供所需的所有資料，或所填寫的資料，未能清楚顯示本人具備有關職位所規定最起碼的學歷、訓練、經驗或其他條件，申請書將不獲受理。

I understand that the personal data provided in this form will be used for recruitment and other employment-related purposes. I note that the ECC Secretariat may require me to provide specific details to support my application for individual vacancies. I understand that I should also refer to the recruitment advertisement for such requirements in filling in this form. Application will not be considered if I fail to provide all information as requested or it is not clear from my statements that I have the minimum qualifications, training, experience or other requirements specified for the job.

提交申請書後，申請書內所提供的資料如有任何更改時，本人會通知環運會秘書處。在一般情況下，未獲取錄申請人的個人資料將於其落選日期後 12 個月全部銷毀。提交申請書後，如欲更改或查詢個人資料，或查詢與招聘有關的事宜，請與環運會秘書處聯絡。

I shall notify the ECC Secretariat if there are any subsequent changes to the information provided after submission of the application form. Information on unsuccessful candidates will normally be destroyed 12 months after rejection of the candidate's application. For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the ECC Secretariat.

本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知招聘部門，可令本人喪失獲環運會秘書處錄用的資格；即使已獲錄用，亦可遭終止聘用。

I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department any subsequent change of information provided, it will render me liable to disqualification for employment or termination of employment, if already employed by the ECC Secretariat.

本人同意環運會秘書處可就進行與招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／工作表現評核報告；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局／機構／醫護人員；以及向有關的政府部門／院校／機構查詢本人的學歷／語文／專業資格和索取有關紀錄，及將有關資料送交政府部門／當局／機構進行學歷評審）。

I consent to the ECC Secretariat making any necessary enquiries for purposes relating to recruitment by and employment and for the verification of the information given above. I authorise all other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government departments/institutions/agencies regarding my academic/language/professional qualifications and

obtaining relevant records and transferring of such data to government departments/authorities/agencies for qualifications assessment).

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與環運會秘書處招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。

I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the ECC Secretariat e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期:

Date: _____

簽署:

Signature: _____

如表格不敷應用，請另加紙張填寫。 Please attach additional sheet(s) if the space provided is not sufficient.