香港申诉专员公署
OFFICE OF THE OMBUDSMAN, HONG KONG
职位申请书
Application Form for Employment

申请人须知
Notes for Applicants

1. 申请书须送达**香港邮政总局邮箱 3300 号**申诉专员公署。信封面请注明「申请职位」及确保已贴上足够邮资，本署不会接受任何欠付邮资或邮资不足的邮件。
   Application should reach the Office of The Ombudsman at **G.P.O. Box No. 3300, Hong Kong**. Please mark "Post Application" on the envelope and ensure sufficient postage has been paid. The Office will not accept any unpaid or underpaid mail items.

2. 申请人必须填写本申请书所有部分，并确保所提供资料正确无误。**申请人须夹附证书副本，以证明具备报称的学历及工作经验**。如空位不敷应用，请另页详列有关资料，并夹附于本申请书。
   Please ensure that all parts in the form are completed and the information is accurate. **Copies of certificates in support of academic qualifications and working experience should accompany the completed application.** If there is insufficient space, please give details on a separate sheet to be attached to the application form.

3. 本署通常不会发出认收申请书函件，如欲收到本署的认收函件，请随申请书夹附写上申请人姓名、地址及付足邮资的回邮信封。
   This Office normally will not issue acknowledgement of your application. If you need an acknowledgement, please enclose a self-addressed and postage paid envelope with your application.

4. 申请人如未能提供全部所需的资料，或所填写的资料未能清楚显示申请人具备有关职位所需的最低资历、培训、经验或其它条件，申请将不获处理。
   Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.

5. 本署将于遴选期间要求申请人出示有关身份及资历文件的正本以作查核。
   Applicants will be required during the recruitment process to produce original/certified true copies of all documents pertaining to their identification, qualifications and working experience for verification.

6. 申请人所提供的资料，将用于招聘工作及其它与雇用有关的事宜。有关资料可能送交获授权处理有关资料的政府部门及其它组织或机构，用以进行与申诉专员公署招聘工作及雇用有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。在一般情况下，未获取录申请者的个人资料，将于招聘程序完成后两年全部销毁。
   The information provided will be used for recruitment and other employment-related purposes. It may 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 Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on unsuccessful applicants will normally be destroyed two years after completion of the recruitment exercise.

7. 提交申请书后，本申请书内所提供的资料如有任何更改，申请人须通知本署。
   You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.

8. 申请人提交申请书后，如欲改正或查阅个人资料，或查询与招聘有关的事宜，请与本署总行政主任联络（电话号码：2629 0423）。就查阅资料要求，本署可按复制有关资料的成本向申请人收取费用，并会预先告知申请人所需缴付的费用。本署可拒绝依从有关查阅资料要求，除非及直至收到有关费用为止。
   For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact Chief Manager of this Office at 2629 0423. A fee may be charged for complying with data access request to cover the costs for the resources used. The Office will advise the applicant in advance of any such charge. Compliance with the data access request may be refused unless and until any such fee has been paid.

Application No.:_____
申请书编号 (For office use only)
(只供办事处填写)

香港申诉专员公署
OFFICE OF THE OMBUDSMAN, HONG KONG
职位申请书
Application Form for Employment

申请职位 Position applied for	从何处得悉此职位空缺 Source of information about this vacancy

I 个人资料 Personal Particulars

英文姓名 Name in English	姓氏 Surname	名字 Given names	性别 Sex	男 Male ☐	女 Female ☐
中文姓名 Name in Chinese	出生年份 Year of birth	香港身份证 / 护照号码* HK ID Card/ Passport No.*			

地址 Address	电话号码 Tel. No.	住宅 Residence	手提 Mobile
		办事处 Office	
	电邮地址 Email		

* 请删去不适用者 Please delete where appropriate

II 学历 Academic Attainment

(1) 就学详情（按就读日期倒序列出）Education (in reverse chronological order)

曾经 / 现正就读的学校、学院、大学等 Schools, Colleges, Universities, etc. Attended/Attending	就读的班级 / 课程及已获取 / 将获取的学历 （例如：中一至中六；副社会科学学士；荣誉文学士 – 二级荣誉甲等(主修：地理、副修：历史)） Class/Programmes Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1 – 6; Associate of Social Science; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	上课方式 （例如：当地院校全日 / 兼读制、遥距授课等） Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	就读日期（月 / 年）Date (Month/Year)	
			由 From	至 To

(2) 公开考试成绩（按考试日期倒序列出）Public Examination Results (in reverse chronological order)

颁发机构 （例如：香港考试及评核局） Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	颁发日期 （月 / 年） Date Issued (Month/Year)	公开考试 （例如：香港中学文凭考试、香港中学会考） Public Examination (e.g. Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination)	科目及成绩* （例如：中国语文(4)、英国语文科(课程乙) (C)、形象设计(达标)） Subjects and results attained* (e.g. Chin Lang (4), Eng Lang (Syl. B) (C), Image Design (Attained))

* *申请人在填写香港高级程度会考成绩时，请列明及格科目为高级程度或高级补充程度。*
Please specify whether the subjects passed in the Hong Kong Advanced Level Examination, if any, are of Advanced Level or Advanced Supplementary Level.

(3) 语文科目最佳成绩（包括海外考试）
Best Results in Language Subjects (including overseas examinations)

(a) **中文科最佳成绩** （请于方格内填写等级，如：5, 4, 3 或 A, B, C 等。）
Best Results in Chinese Language Subject (Please specify the grading, e.g. 5, 4, 3 or A, B, C etc. in the box(es).)

(i) 香港中学文凭考试 Hong Kong Diploma of Secondary Education Examination ☐
(ii) 香港高级程度会考（高级程度 / 高级补充程度）Hong Kong Advanced Level Examination (A-level/AS-level) ☐
(iii) 香港中学会考 Hong Kong Certificate of Education Examination
2006 年或以前 Year 2006 or before ☐ 2007 年或以后 Year 2007 or after ☐
(iv) 其它公开考试（请列明）Other Public Examinations (Please specify)

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(b) **英文科最佳成绩** （请于方格内填写等级，如：5, 4, 3 或 A, B, C 等。）
Best Results in English Language Subject (Please specify the grading, e.g. 5, 4, 3 or A, B, C etc. in the box(es).)

(i) 香港中学文凭考试 Hong Kong Diploma of Secondary Education Examination ☐
(ii) 香港高级程度会考（高级程度 / 高级补充程度）Hong Kong Advanced Level Examination (A-level/AS-level) ☐
(iii) 香港中学会考 Hong Kong Certificate of Education Examination
2006 年或以前 Year 2006 or before 2007 年或以后 Year 2007 or after
课程甲 Syllabus A ☐ 课程乙 Syllabus B ☐ ☐
(iv) 其它公开考试（请列明）Other Public Examinations (Please specify)

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III 专业资格（按日期倒序列出）Professional Qualifications (in reverse chronological order)

持有的专业资格 Professional Qualifications	颁发机构全名 Full Name of Issuing Authority	已达到 / 将达到的程度 Level Attained/ to be Attained	获取 / 将获取资格的日期 （月 / 年） Date Obtained/ to be Obtained (Month/Year)

IV 就业情况 Employment Record

(1) 现时（或最近期）职位 Present (or Last) Appointment

雇主名称 Employer's name	业务性质 Nature of business
职位 Position held	所督导的员工人数及职级 Number and rank supervised

全职 ☐ Full-time　　兼职 ☐ Part-time

基本薪金 Basic salary	其它薪酬（花红、津贴、酬金等） Other emoluments (bonus, allowances, gratuity etc.)	
聘任日期 Date appointed	服务年期 Years of service	离职所需的通知时间 Resignation notice required

离职日期及原因（如适用者）
Date left and reason for leaving (if applicable)

主要职责
Major responsibilities

(2) 过往就业详情（按日期倒序列出） Previous Appointments (in reverse chronological order)

雇主名称 Name of employer	全职 Full-time	兼职 Part-time	职位 Position held	最后支取薪金 Last salary	日期（月 / 年） Date (Month/Year)		服务年期 Years of service
					由 From	至 To	

V 义务工作 Voluntary Service

机构名称 Name of Organisation/Agency	职位 Position held	日期（月 / 年） Date (Month/Year)	
		由 From	至 To

VI 其它资料 Other Information

(1) 请列出与申请职位有关之其它专长及资料（如电脑知识、通晓语言、中英文打字速度等）。
Please state any other relevant skills or information which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.)

(2) 申请人如为残疾人士，请注明残疾的性质及程度，以及在参加考试 / 面试需要的特别安排。（ 可选择是否填写本栏）
In the case of a candidate with disability, please indicate nature and degree of disability, and specify any special arrangement required for taking the examination/attending an interview. (Optional)

(注：本署在遴选时对残疾人士及其它申请人会一视同仁，并以公平、公正的方式处理申请。 Note: Candidates with disabilities will be considered on equal terms with other applicants and their suitability would be assessed in a fair and impartial manner.)

VII 声明 Declaration

1. 本人明白，倘若故意虚报资料或隐瞒重要事实，或未有在申请书内所提供资料已作更改后通知申诉专员，可令本人丧失获申诉专员录用的资格；即使已获申诉专员录用，亦可遭终止聘用。
I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify The Ombudsman any subsequent change of information provided, it will render me liable to disqualification for employment by The Ombudsman or termination of employment, if already employed by The Ombudsman.
2. 本人同意申诉专员可就与申诉专员公署的招聘工作及雇用有关的事宜，以及为核实上述资料，进行必要的查询。本人授权政府所有部门及其它组织或机构可就这些查询，透露任何有关的记录及资料（其中包括：在提出聘任前，向本人的现时及 / 或前雇主及 / 或咨询人索取推荐书；向有关当局 / 机构 / 医护人员索取本人的体格检查报告、医事委员会报告或诊疗记录，并将有关资料送交其它当局 / 机构 / 医护人员；以及向有关院校 / 机构查询本人的学术 / 专业资格和索取有关记录，并将有关资料送交其它当局 / 机构进行学历评审）。
I consent to The Ombudsman making any necessary enquiries for purposes relating to recruitment by and employment with The Ombudsman and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) and/or referees 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 institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
3. 本人明白并同意，如有需要，上述资料会送交获授权处理有关资料的政府部门及其它组织或机构，用以进行与申诉专员公署招聘工作及雇用有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。
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 Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date _____ 签署 Signature _____