

申诉专员公署
Office of The Ombudsman
职位申请书
Application Form for Employment

申请人须知
Notes for Applicants

1. 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。请将填妥的申请书电邮至 hr@ombudsman.hk。
Please ensure that all parts in the form are completed and the information is accurate. Please email the completed application form to hr@ombudsman.hk.
2. 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.
3. 公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.
4. 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 after completion of the recruitment exercise.
5. 提交申请书后，本申请书内所提供的资料如有任何更改，申请人须通知公署。
You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.
6. 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，请致电公署（电话号码：2629 0423）或电邮至 hr@ombudsman.hk。就查阅资料要求，公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。公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 call 2629 0423 or email to hr@ombudsman.hk. 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.
7. 公署或会透过你在本申请书提供的电邮地址就与你的申请有关的事宜联络你，请经常及定时查阅你的电邮账户（包括诈骗电邮、大量及垃圾邮件文件夹）。假如你未有依照公署发出的任何电邮指示适时采取行动，你的申请将不获考虑。
This Office may communicate matters related to your application via the email address provided in this application form. You are advised to frequently and periodically check your email account (including the folders for spam, bulk and junk mail). If you fail to act in time in accordance with any email instructions from us, your application will not be considered.

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：公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

请在下面所有方格内加上「✓」号以表示已阅读、理解及接纳所有在本栏特别订明的条款，否则你的申请将不获考虑。
Please insert a "✓" in all the boxes below to indicate that you have read, understood and accepted all conditions specified in this Section. Otherwise, your application will not be processed further.

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.

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/或咨人索取推荐信；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/语文/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/language/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).

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