

中華人民共和國香港特別行政區政府教育局公務員職位申請書
Application Form for Civil Service Posts in the Education Bureau,
the Government of the Hong Kong Special Administrative Region
of the People's Republic of China

申請人須知
Notes for Applicants

以下備註為填寫申請書提供指引，請細心閱讀。

The following notes give guidance on how to complete the application form. Please read them carefully.

填寫申請書時的注意事項

Points to note during completion of application

1. 你可填寫一份申請書申請多份教育局同時招聘的職位空缺。
You may complete one application form to apply for more than one job in the Education Bureau (EDB) currently advertised for recruitment.
2. 請用黑色／藍色墨水筆或原子筆填寫本表格。如以中文填寫，請以正楷填寫各項。如以英文填寫，請以大寫字母填寫各項。
Please complete every item in black or blue ink. For entries to be completed in English, please write in block letters. For entries to be completed in Chinese, please write clearly.
3. 你須填妥申請書各項，並提供正確資料。如空位不敷填寫，你應另頁詳列有關資料，隨申請書附上。
Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
4. 你必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。教育局可能要求你就特定項目提供詳細資料，以支持申請個別職位。你必須參閱招聘廣告內列出的有關要求填寫本申請書。如果你未能提供所要求的所有資料，或所提供的資料未能清楚顯示你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。
You must provide all the personal data requested in this form, except those items clearly marked as optional. You should particularly note that EDB may require you to provide specific details to support your application for individual vacancies. You should refer to the recruitment advertisement for such requirements in filling in this form. **Your application will not be considered** if you fail to provide all information as requested or it is not clear from the information provided that you have the minimum qualifications, training, experience or other requirements specified for the job.
5. 你在本申請書內所提供的個人資料，將用於招聘工作，以及其他與僱用和人力資源管理有關的事宜上。如有需要，有關資料可能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，用以進行與政府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。在一般情況下，未獲取錄申請人的個人資料，教育局將於其落選日期後 24 個月全部銷毀。
The personal data provided in this form will be used for recruitment, other employment-related and human resource management-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 Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data of an unsuccessful applicant will normally be destroyed by EDB 24 months after rejection of the applicant's application.
6. 如你持有學府或專業團體所頒授的學歷及／或專業資格，請隨申請書夾附相關文憑／證書、成績單及列明有關資歷的授課形式（例如全日制／兼讀制、在當地院校授課／遙距授課等）的證明文件副本。為了方便進行學歷評審的工作，如你在取得上述的資歷前已獲取其他資歷，亦應盡可能就該等其他資歷提供證明文件。請勿附上任何文憑／證書或其他資歷證明文件的正本。
If you hold any academic and/or professional qualifications obtained from institutions or professional bodies, please attach copies of your diplomas/certificates, transcripts of studies and official documents stating the mode of delivery of the qualifications (e.g. full time/part time, on campus/distance learning, etc.) as appropriate. To facilitate assessment of the qualifications, the documents of any other prior qualifications obtained should also be supplied as far as possible. **Do not** send any **originals** of diplomas/certificates or other qualification documents.

填妥申請書後的注意事項

Points to note after completion of application

7. 填妥本申請書後，你應保留副本一份，作個人參考之用。
You are advised to make a photocopy of the completed application form for your own reference.
8. 教育局可能會以你於申請書中所提供的電郵地址作聯絡之用及／或（如認為合適）向該電郵地址發出聘書。你應經常及定期查閱你的電郵帳戶（包括垃圾郵件箱、群發郵件箱及雜件郵箱）。如果你未能及時依照教育局發出的電郵指示行事，你的申請書將不獲受理或任何已發出的聘書將自動失效。
EDB may communicate and/or, if deemed fit, offer appointment to you 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 mails). If you fail to act in time in accordance with any email instructions from EDB, your application will not be considered or any offer of appointment will automatically lapse.

查詢

Enquiries

9. 如有以下情況，請與教育局聘用及人事組聯絡：
Please contact the Appointments and Personnel Section of EDB if:-
 - (i) 遞交申請書後，本申請書內所提供的資料（包括你的香港特別行政區永久性居民的身分）有任何更改；
there are any subsequent changes to the information provided, including any change to your permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form;
 - (ii) 遞交申請書後，你需要更改或查詢個人資料；或
you are required to correct or access to personal data after submission of the application form; or
 - (iii) 查詢與招聘有關的事宜。
you have any enquiries on recruitment matters.

申請職位
Post(s) Applied For

聯絡電話
Contact numbers

助理教育主任（行政）／一級專責教育主任／二級專責教育主任／言語治療主任 Assistant Education Officer (Administration) / Specialist (Education Services) I / Specialist (Education Services) II / Speech Therapist	2892 6177
助理督學（學位） Assistant Inspector (Graduate)	2892 6175
助理教育主任 Assistant Education Officer	2892 5958
助理小學學位教師 Assistant Primary School Master/Mistress	2892 5978

個人資料收集聲明

Personal Information Collection Statement

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) 處理、核實及查證僱傭相關事宜，包括聘用（例如學歷評審、體格檢查、僱主推薦及操守審查等）、培訓及職業前途發展、薪酬及福利、員工關係、通訊和程序遵行；
Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments (e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc.), training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
 - (b) 就上文(a)項所述僱傭相關事宜的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB, and
 - (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，包括現任及／或前任僱主，以用於上文第 1 段所述的用途；
personnel, agent, service provider or organisations, including your current and/or former employer(s), engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
 - (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港灣仔皇后大道東 213 號胡忠大廈 16 樓高級文書主任（聘用）或電郵至 scoappt@edb.gov.hk。
You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Clerical Officer (Appointments) at 16/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to scoappt@edb.gov.hk.

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申請人姓名 Name of Candidate		申請人編號 Candidate No.	
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(供有關部門填寫 Official use only)

註：在填寫此申請書及揀選你想申請的職位時，請先參閱招聘廣告內有關申請職位的入職要求。

Note: Before filling out this application form and indicating the post(s) you would like to apply for, please refer to the recruitment advertisement(s) for the entry requirements of the post(s) applied for.

請在下列方格內加上“✓”號，以註明你想申請的職位。

Please insert a “✓” in the box(es) below to indicate the post(s) you would like to apply for.

一級專責教育主任（教育心理）
Specialist (Education Services) I (Educational Psychology)

二級專責教育主任(言語治療)
Specialist (Education Services) II (Speech Therapy)

申請書覆函 ACKNOWLEDGEMENT OF APPLICATION

我們收到你的申請書，現正詳加審閱。若我們進一步考慮你的申請，則會另行發信／電郵與你聯絡。

Your application for employment has been received and is now being studied. If it is decided to consider you further for appointment, another letter/email will be sent to you.

姓名

Name

地址

Address

(請填上你的姓名和地址)

(Please fill in your name and address)

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個人資料 Personal Particulars

英文姓名
Name in English _____
姓氏 Surname _____ 名字 Other names _____

中文姓名
Name in Chinese _____ 中文姓名電碼
Chinese Name in Code _____ - _____ - _____ - _____ - _____

出生日期
Date of Birth _____ 出生地點
Place of Birth _____
日 DD 月 MM 年 YYYY

香港身份證號碼
Hong Kong Identity Card Number _____ () 性別
Sex 男 Male 女 Female

護照／旅行證件號碼
Passport/Travel Document Number _____ 簽發機關
Issuing Authority _____
(本欄供沒有香港身份證的申請人填寫)
(For candidates without Hong Kong Identity Card)

你是否香港特別行政區永久居民?
Are you a permanent resident of the Hong Kong Special Administrative Region?
(如對香港特別行政區永久居民身分有任何疑問，可致電入境事務處居留權查詢熱線 2824 6111。)
(If in doubt, you are advised to make enquiry about your eligibility for the permanent resident status in the Hong Kong Special Administrative Region through the Immigration Department Right of Abode Enquiry Hotline 2824 6111.)
是 Yes 否 No

住址
Residential Address _____
分區
District _____
國家／地區
Country/Region _____

通訊地址
(如與上址不同)
Correspondence Address _____
(If different from the address given above)
分區
District _____
國家／地區
Country/Region _____

流動電話
Mobile Phone _____ 住所電話
Residential Telephone Number _____
電郵地址
E-mail Address _____

在香港居留時間 (請按日期先後填寫) Length of Residence in Hong Kong (with dates in chronological order)

由 (月/年) From (Month/Year)	至 (月/年) To (Month/Year)	期間 Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____
		合計 Total _____

(請在適當方格內加上“✓”號。)
(Please insert a “✓” in the appropriate box.)

我們是提供平等就業機會的僱主
We are an EQUAL OPPORTUNITIES EMPLOYER

「請轉下頁」 P.T.O.

你曾否經香港或香港以外的法庭判定有罪？ 是 否
 Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong? Yes No

如經判定有罪，請列明詳情
 If yes, please give details _____

(註：請參閱《罪犯自新條例》(第297章)(該條例)。請特別留意該條例第4(2)(c)條及附表所載的例外規定。該條例第4(2)(c)條規定，第2(1)及(1A)條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內，包括“正由或將由薪俸在總薪級表第27薪點或以上的人員出任的職位”。舉例說，如你正申請總薪級表第25至33薪點的職位，因這個職位將由薪俸在總薪級表第27薪點或以上的人員出任，所以第2(1)及(1A)條給予已自新人士的保障並不適用，你必須對曾被判有罪行的所有罪行(如有的話)作出聲明，否則將不獲考慮聘任。如你對申請職位的薪級表有疑問，請向教育局查詢。)
 (Note: Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) (“the Ordinance”). Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance. Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance which include ‘any office occupied, or to be occupied, by an officer on or above Point 27 on the Master Pay Scale (“MPS”)’. For example, if you are applying for a post with pay scale from MPS Point 25 to 33, since this post will be occupied by an officer on or above MPS 27, the protection of rehabilitated persons under the provision of section 2(1) and (1A) will not be applicable to this case and all offences (if any) of which you have been found guilty must be declared. Failure to do so may exclude you from the appointment. If you are not certain about the pay scale of the post you are applying for, please consult the Education Bureau.)

就學詳情及相關學歷 Education and Qualifications

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，申請書將不獲受理。
 Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

學士學位 Bachelor's Degree(s)

院校 Institute	課程名稱 Programme Name	主修科目 Major Subject(s)	副修科目 Minor Subject(s)	上課形式 (例如：當地院校全日/ 兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	修讀年期 (年) Duration of Programme (Year(s))	頒發/將獲頒發的 日期(月/年) Award Year / Expected Award Year (Month/Year)

碩士/博士學位或深造課程 Master's / Doctoral Degree(s) or Post-graduate Studies

院校 Institute	課程名稱 Programme Name	主修科目 Major Subject(s)	副修科目 Minor Subject(s)	上課形式 (例如：當地院校全日/ 兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	修讀年期 (年) Duration of Programme (Year(s))	頒發/將獲頒發的 日期(月/年) Award Year / Expected Award Year (Month/Year)

教師培訓 Teacher Training

院校 Institute	課程名稱 Programme Name	主修科目 Major Subject(s)	副修科目 Minor Subject(s)	上課形式 (例如：當地院校全日/ 兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	頒發/將獲頒發的日 期(月/年) Award Year / Expected Award Year (Month/Year)

專業及其他資格(例如副學士、高級文憑等) Professional and Other Qualifications (e.g. Associate Degree, Higher Diploma, etc.)

資格 Qualifications	頒發機構/院校名稱 Issuing Authority/ Institute	已達到/將達到的程度 Level Attained/ to be Attained	獲取/將獲取資格的日期 (月/年) Date Obtained / to be Obtained (Month/Year)

中文科最佳成績 (請於方格內填寫等級，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) 香港中學文憑考試 – 中國語文
Hong Kong Diploma of Secondary Education Examination – Chinese Language

(ii) 香港高級程度會考
Hong Kong Advanced Level Examination
中國語文及文化 Chinese Language and Culture
中國語文、中國語言文學 Chinese Language and Literature

(iii) 綜合招聘考試 – 中文運用
Common Recruitment Examination (CRE) - Use of Chinese
(如二級請填上“2”；一級請填上“1”)
(Please fill in “2” for Level 2; “1” for Level 1)

考試日期 Date of test
(月/MM) (年/YYYY)

英文科最佳成績 (請於方格內填寫等級，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) 香港中學文憑考試 – 英國語文
Hong Kong Diploma of Secondary Education Examination – English Language

(ii) 香港高級程度會考 – 英語運用
Hong Kong Advanced Level Examination – Use of English

(iii) 國際英語水平測試(學術模式)
International English Language Testing System (IELTS) (Academic Module)

整體分級 Overall Band	聽解分級 Listening Band	閱讀分級 Reading Band	寫作分級 Writing Band	英語會話分級 Speaking Band
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

考試日期 Date of test
(日/DD) (月/MM) (年/YYYY)

(iv) 普通教育文憑高級程度 – 英國語文
General Certificate of Education (Advanced Level) – English Language

(v) 綜合招聘考試 – 英文運用
Common Recruitment Examination (CRE) – Use of English
(如二級請填上“2”；一級請填上“1”)
(Please fill in “2” for Level 2; “1” for Level 1)

考試日期 Date of test
(月/MM) (年/YYYY)

基本法及香港國安法測試 Basic Law and National Security Law Test (BLNST)

你是否曾於下列測試中取得及格成績？(請在適當方格內加上“✓”號。如你未曾參加以下任何一項測試，請把方格留空。)
Have you attained a pass result in the test(s) below? (Please insert a “✓” in the appropriate box(es). If you have not attended any of the test(s) below, please leave the box(es) blank.)

基本法及香港國安法測試 BLNST

- (i) 基本法及香港國安法測試 (學位/專業程度職系) (由公務員事務局或各招聘部門/職系舉辦)
BLNST (Degree/Professional Grades) (conducted by the Civil Service Bureau or recruiting departments/grades) 是 Yes 否 No
- (ii) 基本法及香港國安法測試 (學位程度) (由教育局舉辦)
BLNST (Degree level) (conducted by the Education Bureau) 是 Yes 否 No

(註：由 2023 年 7 月 28 日起展開招聘的公務員職位，申請人可以參加公務員事務局、教育局或各招聘部門/職系舉辦的《基本法及香港國安法》測試。無論測試是在 2023 年 7 月 28 日之前或之後舉行，及格成績可以互通，用作申請相關公務員職位，以及公帑資助學校或參加幼稚園教育計劃的幼稚園教席。)
(Note: For all civil service recruitment exercises advertised on or after 28 July 2023, applicants could apply for the BLNST conducted by the Civil Service Bureau, the Education Bureau or various recruiting departments/grades, the pass result of which is mutually acceptable for applying for both civil service jobs and teaching posts in publicly-funded schools or kindergartens joining the Kindergarten Education Scheme, regardless of whether the BLNST is conducted before or after 28 July 2023.)

工作經驗 Working Experience			
你是否現時或曾在教育局任職? Are you serving or have you ever served in the Education Bureau?		是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
你現時或曾在哪間官立學校/教育局分部及/或組別任職? Which Government School(s)/Division(s) and/or Section(s) of the Education Bureau are you serving or have you served?			
學校/分部/組別 School/Division/Section	職位 Position Held	由 (日/月/年) From (Day/Month/Year)	至 (日/月/年) To (Day/Month/Year)

截至目前為止的全部就業詳情 (包括以前受僱於政府的資料和兼職資料) (按任職的日期順序列出)
Full Employment Record to date (including past government employment and part-time job) (in chronological order)

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，申請書將不獲受理。
 Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

學校/機構名稱 Name of School / Organisation	全職 Full-time	兼職 Part-time	職位 Position Held	工作性質 (教學/非教學) Nature of Work (Teaching / Non-teaching)	任教科目 Subject(s) Taught	任教年級 Level(s) Taught	職責說明(例如：課堂教學、擬備試卷等) Description of duties (e.g. classroom teaching, setting examination paper, etc.)	期間 (日/月/年) Period (Day/Month/Year)	
								由 From	至 To
全職工作年數 Total Full-time Employment								年/Year(s)	個月/Month(s)

如你現時或曾在政府任職，你曾否簽署聲明，擁護《中華人民共和國香港特別行政區基本法》，效忠中華人民共和國香港特別行政區（“香港特區”），盡忠職守和對香港特區政府負責？
 If you are serving or have ever served in the Government, have you signed a declaration that you will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR"), be dedicated to your duties and be responsible to the HKSAR Government?

是 Yes 否 No

(註：所有中華人民共和國香港特別行政區政府（“香港特區政府”）的公務員及按非公務員聘用條款聘用的政府僱員均須簽署聲明，擁護《中華人民共和國香港特別行政區基本法》，效忠中華人民共和國香港特別行政區，盡忠職守和對香港特區政府負責。)
 (Note: All civil servants of the Government of the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR Government") and Government staff appointed on non-civil service terms are required to sign a declaration that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China, be dedicated to their duties and be responsible to the HKSAR Government.)

如你現時或曾在政府任職，在政府任職期間曾否有任何違反紀律的紀錄？
 If you are serving or have ever served in the Government, do you have any previous record(s) of disciplinary offence whilst in employment with the Government?

是 Yes 否 No

如有，請列明詳情
 If yes, please give details _____

(註：如申請人曾有違反紀律紀錄，政府不一定因此而不予錄用。)
 (Note: A record of disciplinary offence is not necessarily a barrier to Government employment.)

其他資料 (Other Information) (可選擇是否填寫) (Optional)

國家語言文字工作委員會 – 普通話水平測試 (請於方格內填寫等級, 如: 一、二、三級及甲、乙等。)

The State Language Commission – the Test of Proficiency in Putonghua (Please specify the grading, e.g. Level 1, 2, 3, and Grade A, B, etc. in the box(es).)

等級
Grade級
Level等
Grade

測試日期 Date of test

(月/MM)

(年/YYYY)

義務工作 (按日期順序列出)

Record of Voluntary Service (in chronological order)

機構名稱 Name of Organisation/Agency	職位 Position Held	日期 (月/年) Date (Month/Year)	
		由 From	至 To

你是否殘疾人士? Are you a candidate with disability?

是 Yes 否 No

如為殘疾人士, 請註明殘疾性質及程度

If yes, please indicate nature and degree of disability _____

請註明在參加考試/面試時, 是否需要特別的安排 Please specify whether you need special arrangement for taking the examination/attending an interview

考試
Examination

是

否

如需特別考試安排, 請列明有關要求 If yes, please specify the arrangement required for examination

面試
Interview

是

否

如需特別面試安排, 請列明有關要求 If yes, please specify the arrangement required for interview

(註: 政府在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的聘任相關安排, 教育局可能要求提交醫生證明其為殘疾人士。)

(Note: Candidates with disabilities are considered on equal terms with other applicants. The Education Bureau may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

確認 Confirmation

(註: 請在下列所有方格內加上“✓”號, 表示你已閱讀, 明白及接受此以下所列明之所有條件, 否則你的申請將不獲處理。)

(Note: Please insert a “✓” in all the boxes below to indicate that you have read, understood and accepted all conditions specified at the below. Otherwise, your application will not be processed further.)

 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(s) 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教育局, 可令本人喪失獲政府錄用的資格; 即使已獲政府錄用, 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 Education Bureau any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government. 本人同意政府可就進行與政府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。本人授權所有政府部門及其他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, 及將有關資料送交其他政府部門/當局/機構進行學歷評審)。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門/當局/機構。就我的職位申請, 我也同意當有需要時, 可套取我的指紋以核實我的犯罪紀錄。
I consent to the Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government 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/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 other government departments/authorities/agencies for qualifications assessment). I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/authorities/agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records. 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, 用以進行與政府招聘工作, 以及其他與僱用和人力資源管理有關的事宜, 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 recruitment, other employment-related and human resource management-related purposes, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date _____

簽署 Signature _____