

CONFIDENTIAL 機密

Application Form for Instructing Staff 授藝職位申請表格

Form No. HR-06 Rev C 21-Nov-16

Personal Information Collection Statement Pertaining to Recruitment

The personal date collected in this application form will be used by the Construction Industry Council to assess your suitability to assume the job duties of the position for which you have applied. All personal data on the application form are regarded as material for selection purposes. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of applicants for future recruitment purposes for two years. When there are vacancies in our other departments during that period, we may transfer your application to them for consideration of employment. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of your personal data in relation to your application. If you wish to exercise these rights, please complete our "Personal Data Access Form" and forward it to our Human Resources Department.

《招聘方面的收集個人資料聲明》

建造業議會會將本申請表所收集的個人資料,使用於評估你是否適合擔任所申請的職位。 申請表中所有項目是挑選合適入選者所必須考慮的資料。求職者如不提供此等資料,會對申請的處理及結果有所影響。 建造業議會的政策是為日後的招聘活動保留求職者的個人資料兩年。如建造業議會屬下的部門在此期間出現職位空缺,建造業議會或會將你的申請轉交有關部門考慮。 根據《個人資料(私隱)條例》,你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利,請填妥建造業議會的《查閱資料要求表格》,交回人力資源部

1.	Position Applied 申請職位	編號 No.:										
	□ Supervising Instructor 主任導師 □ Instructor's Assistant 導師助理		structor 導 eneral Wo	Г人								
2	Employment Type 職位類別			ull-time 全 []]		 □ Part-time 兼職						
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3.	Please select the Trade 請選擇工			4-4-1 O : - "	ᆈᆒᇷᄼᄾᄛ	2 400 trn						
	□ Aluminium Window Installation 窗□ Bar Bending 紮鐵		fetal Scaff	· · · · · · · · · · · · · · · · · · ·								
	□ Bai Beriding 系鐵 □ Bricklaying, Plastering & Tiling 泥	□ Metal Work 金工 □ Plumbing & Pipe-Fitting 水喉										
	□ Concreting 混凝土	J. J.	□ Surveying & Levelling 測量及平水									
	□ Curtain Walls 幕牆		□ Timber Formwork 釘板									
	□ Drainlaying 地渠			ruck-mour								
	□ False Work Erection 臨時支架裝	嶔				e for Construction 建氯	造業職業廣東話					
	□ Joinery 細木			Velding 焊								
_	□ Marble Laying 雲石)thers 其他 議会職任点								
4.	How did you know of the vacancy	_										
	□ CIC Training Centre 議會訓練中心 □ CIC Website 議會網頁 □ Jobsnet 建工網											
□ HK Headline 頭條日報 □ Labour Department 勞工處 □ Referra □ Trainees Alumni Association 畢業學員會 □ 工會 Trade Union □ Worke							ition Office 工人註冊處					
	□ Others 其他:	大子只日	□ ㅗㅌ'	iado Offior	•	- Workers Negistra	低い ひ回じ 上八山 側処					
5. Full Name(English)姓名(英文) (Chinese 中文)												
-	I.D. Card/Passport No.身份證/護照	7. Date of Birth 出生日期										
8.	Residential Address(English)住址	:(英文)										
9.	Correspondence Address(English	h)通訊地均	止(英文)									
	Telephone(Office)電話(辦公室)	(Home 住宅)										
11. Mobile 流動電話 12. Email 電郵												
13.	 Education 教育程度 <i>(Please attac</i>	h copies	of docum	ent proof.	請附證明)							
	坐式電フ受松/受院			d 期間		Coureae/Cla	sses Attended					
			From 由		至		程 / 班級					
		Mth.月	Yr.年	Mth.月	Yr.年							
	·											

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14. Academic/Profess	sional Qualification 學術	万及專業資	各 (Plea	se atta	nch cop	oies of	docun	nent proc	of.請附證明文		
Certificate/ Diplon T 證書/ 文憑/ 學位/					Issued by 頒發機構						
15. Apprenticeship Completed 經完成之學徒訓練											
Name of Trade Name of Employer/Organis				s)			Fror		riod 期間 Te	 o 至	
行業名稱	佐沢訓練	提供訓練之僱主 / 機				Mt	Mth.月 Yr.5		Mth.月 Yr.年		
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	tory (Start with the Lat opies of document pro	of. <i>請附證則</i>	了文件副	(本。)	近乙職		•				
Name of Employer 僱主名稱				至		Salary om <u>‡</u>	Salary 薪金 m To 至		— Reason for Leaving 離職原因		
17. Salary Expected 希望獲得之薪酬											
18. Date Available 能	泛履新之最早日期										
19. Relatives/Friends Working in Construction Industry Council 在建造業議會任職之親友											
Name 姓名	Name 姓名 Relationship 關係				nent 部	門		Position 職位			
20a. Have you ever been found guilty of an offence in a court of law or applied for bankruptcy, whether or not in Hong Kong? 你是否殘疾人士? Yes 是											
產?	□ Yes 是										
□ Yes 是	□ No 否										
□ No 否	If yes, please indicate nature and degree of disability to facilitate arrangement of examination/interview										
If yes, please giv	如為殘疾人士,請註明殘疾性質及程度,以便作出適當的 考試/面試安排										
Note: The above conditions will not affect Construction Industry Council's decision on offer of appointment. 註: 建造業議會不一定因以上情況而不予錄用。				Note: Candidates with a disability are considered on equal terms with other applicants. 註: 建造業議會在遴選時對殘疾人士及其他申請人會一視同仁。							
21. Declaration 聲明											
	f I willfully give any false										
CIC will not be considered. In the event that I was appointed by the CIC, I shall render myself liable to immediate termination with the service of the Construction Industry Council. 本人明白倘若故意虛報資料或隱瞞事實,本人的申請將不獲考慮;若本人已獲建造業議會錄用,建造業議會亦可即時終止本人的僱傭合約。											
Date 日期: Signature of Applicant 申請人簽署:											

Please forward the completed Form to Human Resources Department by mail: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon or by fax: 2100 9023 or by e-mail: hrdi @cic.hk. For enquiries, please call our Enquiry Hotline at 2100 9024 within office hours from Monday to Friday. 請填妥此 表格以郵遞: 九龍觀塘駿業街 56 號中海日升中心 38 樓或傳真: 2100 9023 或電郵: hrdi @cic.hk 至人力資源部收。如有查詢,請於星期一至五辦公時間內 致查詢熱線 2100 9024。