

Intermediate Trade Test

**Proof of Work Experience for Application for Intermediate Trade Test –Trade Union’s Certification** [for Trade Union to report work experience proofs of employee]

Enquiry No.: 2100 9000

- Guides to Applicants:**
1. Please read the [ Personal Data Collection Statement ] before filling in the form;
  2. Please fill in all items. Any omission of information may render the CIC unable to process this form;
  3. Please submit the completed form along with the application form;
  4. #Please delete where appropriate

(1) Applicant Particulars (must be consistent with that on the HKID Card)

Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

HKID Card No.: \_\_\_\_\_ ( )

Contact No.: (home) \_\_\_\_\_ (mobile / pager) \_\_\_\_\_ (company) \_\_\_\_\_

Address: \_\_\_\_\_

(2) Name of test: \_\_\_\_\_

(3) 3.1 Work Experience in Hong Kong and Qualifications (submit extra information if necessary)

- Note:
- (1) Applicants must have at least 2 years of on-site work experience;
  - (2) CIC will sample check the qualifications submitted by applicants. If the requirements are not met or false information is submitted, applicants will be disqualified by the CIC;
  - (3) All changes must be confirmed by countersignature.
  - (4) This part should be completed by *applicants*.

From (year / month)	To (year / month)	Name and contact information of company / employer	Name and location of project and particulars of foreman	Trade involved and project details
/	/	Name of company / employer: _____ _____ Tel: _____ Address: _____ _____	Name of project: _____ Particulars of Foreman: Name: _____ Tel: _____	
/	/	Name of company / employer: _____ _____ Tel: _____ Address: _____ _____	Name of project: _____ Particulars of Foreman: Name: _____ Tel: _____	

/	/	Name of company / employer: _____	Name of project:	
		Tel: _____		
		Address: _____	Particulars of Foreman:	
			Name: _____	
			Tel: _____	
/	/	Name of company / employer: _____	Name of project:	
		Tel: _____		
		Address: _____	Particulars of Foreman:	
			Name: _____	
			Tel: _____	
Total (years)				

**3.2 Relevant licenses (if applicable)**  
This part should be completed by *applicants*.

Division	Issuance date (year/month/day)	Expiry date (year/month/day)	Certificate no.

3.3 Details of Applicant's Skills (submit extra information if necessary)

This part should be completed by *trade union*. Use oral statement to confirm the applicant's skills below.

Item	Required skills	Details of applicant's skills
1	Understanding of drawing and specification	
2	Preparation works before commencement of test	
3	Working procedures	
4	Proper handling and use of materials	
5	Proper use of tools and equipment	
6	Safety precaution	
7	Housing keeping after completion of test	
8	Professional Ethics	

(4) Declaration of Applicant

I, \_\_\_\_\_(name of applicant), declared that all information in this proof document is provided by myself as evidence of my work experience and is true and accurate.

Name of applicant:		Signature of applicant:	
Contact No.:		Date:	

(5) This is to certify that \_\_\_\_\_(name of applicant)[HKID Card No.: \_\_\_\_\_ ( )], whose particulars, relevant work experience and qualifications are true and accurate in accordance with the records of the trade union.

Name of trade union:		Chop of trade union:	
Name of President / Vice-president#:			
Name of the contact person of the trade union:		Signature of President / Vice-president#:	
Contact No.:		Date:	