

# EMPLOYMENT OF NEW CONSTRUCTION WORK FORCE

( July 2018 )

The Hong Kong Institute of Construction (HKIC) is proud to present our most recent graduates who are ready to join the work force, apply their new trade skills and contribute to Hong Kong's construction industry. Well-trained graduates of the following trades are now ready for employment:

Trades	No. of graduates for interview in July	Contact number of responsible staff 2100 + (ext.)
Construction Scaffolding	10	Ms. Hung (9774) / Mr. Wong (9781)
Metal Scaffolding (Civil Engineering and Building Construction)	25	
Excavator Operation	18	
Tower Crane Operation	10	
Bulldozer and Loader Operation	3	
Crawler-mounted Crane Operation	5	
Wheeled Telescopic Mobile Crane Operation	3	
Measurement Technician Assistant	15	Ms. Wong (9561) / Mr. Tou (9543)
Building Construction Supervisor Certificate Course	2	
Building Services Supervisor Certificate Course	2	
Civil Engineering Supervisor Certificate Course	10	
Surveying and Setting-out	40	
Site Surveying	5	
Concreting	20	
Bar-bending and Fixing	80	Ms. Ko (9644) / Ms. Cheng (9645)
Joinery for Building Works	20	Ms. Dy (9642) / Mr. Chan (9646)
Bricklaying and Plastering	10	
Bricklaying and Tiling	10	
Plumbing and Pipe-fitting in Building Construction	20	
Repair & Maintenance in Building Works	11	Ms. Leung (9643) / Mr. Chan (9646)
Painting	30	
Timber & Aluminium Formwork	60	Ms. Leung (9643) / Ms. Cheng (9645)
Total	409	

## Please follow our simple procedure for recruiting HKIC graduates:

Please complete the "Registration Form for Employing Graduates" (Form 1, 2 or 3) and fax it to 2100 9290. The HKIC will respond within 1 working day on the availability of suitable graduates. We will arrange an interview within 5 days and follow up by phone within 5 days after the interview. The HKIC will follow up with the graduates regularly by phone after they are hired. If you do not hire the first candidate, we will arrange other graduates for your consideration.

We look forward to hearing from you and to meeting your employment needs with suitable candidates. If you do not see the skill that you need, please call the hotline at 2100 9000. If you wish to employ experienced graduates, please contact Ms. Joan CHENG at 2100 9127 for further enquiries.

## Call the HKIC Employment Hotline Today!

**Hotline: 2100 9000**

**Fax: 2100 9290**

**Website: [http://www.cic.hk/eng/main/placement\\_employers\\_area/employment\\_of\\_graduates\\_p/](http://www.cic.hk/eng/main/placement_employers_area/employment_of_graduates_p/)**

## Hong Kong Institute of Construction Registration Form for Employing Graduates (For Full-time Adult Short Courses)

**Notes to Employers:**

- 1 Complete the form in ENGLISH and fax to the Hong Kong Institute of Construction (HKIC) Career Support Services at 2100 9290.
- 2 Select the trade you wish to recruit by putting a "✓" in the box and specify the number of vacancies available in the space provided.
- 3 Complete a separate form if you are recruiting from more than one trade.

**Personal Data Collection Statement**

- 1 The information you provide to HKIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the HKIC.
  - 2 To keep you informed of HKIC activities and industry developments which may be of interest, the HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
  - 3 You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below
  - 4 You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.
- ☐ I do not wish to receive any information from the HKIC in relation to its activities or developments in the construction industry

**Applicant's Declaration:**

- 1 The HKIC may be unable to process and consider incomplete application forms
- 2 I confirm that I have read the Personal Information Collection Statement and the information of this form.

<input type="checkbox"/> Crawler-mounted Crane Operation _____ <input type="checkbox"/> Wheeled Telescopic Mobile Crane Operation _____ <input type="checkbox"/> Tower Crane Operation _____ <input type="checkbox"/> Excavator Operation _____ <input type="checkbox"/> Bulldozer & Loader Operation _____ <input type="checkbox"/> Ground Investigation Operator Assistant _____	<input type="checkbox"/> Repair & Maintenance in Building Works _____ <input type="checkbox"/> Joinery for Building Works _____ <input type="checkbox"/> Marble Fixing & Laying _____ <input type="checkbox"/> Measurement Technician Assistant _____ <input type="checkbox"/> Computer Aided Drafting _____ <input type="checkbox"/> Structural Steel Welding _____ (Civil Engineering & Building Construction)
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Name of Employer/Organization: \_\_\_\_\_

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

Name of Interviewer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Interview Date (\*1): \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) Time \_\_\_\_\_ (am/pm)

Interview location(\*2): ☐ Kowloon Bay Campus ☐ Sheung Shui Campus ☐ Kwai Chung Campus

☐ Others, please specify: \_\_\_\_\_

Details of Vacancy: Job Position: \_\_\_\_\_ Job Nature: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Contract Number: \_\_\_\_\_

Work Location/ Site Name: \_\_\_\_\_ Station on site? ☐ Yes ☐ No

Employment Terms(\*3,4): Monthly Salary: \$ \_\_\_\_\_ or Daily Wage: \$ \_\_\_\_\_ Join apprenticeship scheme? ☐ Yes ☐ No

Allowances: Overtime \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_

Other Allowance(s): \$ \_\_\_\_\_ Estimated total monthly salary: \$ \_\_\_\_\_

Other Requirements (if any): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature or Company Chop: \_\_\_\_\_

Email : \_\_\_\_\_ Contact Tel : \_\_\_\_\_

Fax : \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks:**

- \*1: Upon receipt of the form, HKIC staff will contact you to confirm the interview schedule.
- \*2: Interviews can be held at HKIC Campus (addresses specified below), or at the employer's office.
- \*3: Employer is required by law to arrange employees' compensation insurance for the employee. Please refer to Labour Department's website ([www.labour.gov.hk](http://www.labour.gov.hk)) for more information on Employment Ordinance.
- \*4: Required by law, an employer may employ a young person aged under 19 in a designated trade only if the young person is employed as an apprentice under a valid contract of apprenticeship. Details please refer to <http://apple.vtc.edu.hk/tc>

**HKIC Campus:**

Kowloon Bay Campus: 44 Tai Yip Street, Kowloon.  
 Kwai Chung Campus: 7 Kwai Hop Street, Kwai Chung, NT.  
 Sheung Shui Campus: 1 Fung Nam Road, Sheung Shui, NT.

Hong Kong Institute of Construction	
Career Support Services	
Enquiry Hotline	<b>2100 9000</b>
Fax	<b>2100 9290</b>

**Hong Kong Institute of Construction**

## Registration Form for Employing Graduates

**(For Courses under Enhanced Construction Manpower Training Scheme (ECMTS))**

## Notes to Employers:

- 1 Complete the form in ENGLISH and fax to the Hong Kong Institute of Construction (HKIC) Career Support Services at 2100 9290.  
2 Select the trade you wish to recruit by putting a "✓" in the box and specify the number of vacancies available in the space provided.  
3 Complete a separate form if you are recruiting from more than one trade.

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- |  |       |   |             |  |             |
|--|-------|---|-------------|--|-------------|
| <input type="checkbox"/> Timber & Aluminium Formwork | _____ | <input type="checkbox"/> Curtain Wall & Aluminium Window Installation | _____       | <input type="checkbox"/> Metal Works       | _____       |
| <input type="checkbox"/> Metal Formwork              | _____ | <input type="checkbox"/> Painting                                     | _____       | <input type="checkbox"/> Welding           | (Chi) _____ |
| <input type="checkbox"/> Bar-bending and Fixing      | _____ | <input type="checkbox"/> Bricklaying & Plastering                     | _____       |  | (Eng) _____ |
| <input type="checkbox"/> Concreting                  | _____ | <input type="checkbox"/> Bricklaying & Tiling                         | _____       | <input type="checkbox"/> Metal Scaffolding | (Chi) _____ |
| <input type="checkbox"/> Site Surveying              | _____ | <input type="checkbox"/> Plumbing & Pipe-fitting                      | (Chi) _____ | (Civil Engineering &                       | (Eng) _____ |
| <input type="checkbox"/> Surveying and Setting-out   | _____ | <input type="checkbox"/> in Building Construction                     | (Eng) _____ | Building Construction)                     | _____       |
| <input type="checkbox"/> Construction Scaffolding    | _____ | <input type="checkbox"/> Drainlaying                                  | _____       |  |             |
|  |       | <input type="checkbox"/> Tower Crane Operation                        | _____       |  |             |
|  |       | (Erecting, Dismantling, Telescoping and Climbing)                     | _____       |  |             |
|  |       | Worker's Assistant  | _____       |  |             |

Name of Employer/Organization: \_\_\_\_\_

Address:

Name of Interviewer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Interview Date (\*1):                      (Year)                      (Month)                      (Day)                      Time                      (am/pm)

Interview location(\*2): ☐ Kowloon Bay Campus ☐ Sheung Shui Campus ☐ Kwai Chung Campus  
☐ Others, please specify:

Details of Vacancy: Job Position: Job Nature:

Project Name: \_\_\_\_\_ Project Contract Number: \_\_\_\_\_

Work Location/ Site Name: Station on site? ☐ Yes ☐ No

Monthly Salary: \$ \_\_\_\_\_ or Daily Wage: \$ \_\_\_\_\_ Join apprenticeship scheme? ☐ Yes ☐ No

Allowances: Overtime \$ Lunch \$ Travel \$

Other Allowance(s): \$ Estimated total monthly salary: \$

Other Requirements (if any):

Contact Person: \_\_\_\_\_ Signature or Company Chop: \_\_\_\_\_

Email :  Contact Tel :

Fax : \_\_\_\_\_ Date: \_\_\_\_\_

## Remarks:

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- \*4: Required by law, an employer may employ a young person aged under 19 in a designated trade only if the young person is employed as an apprentice under a valid contract of apprenticeship. Details please refer to <http://apple.vtc.edu.hk/tc>

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Career Support Services  
Enquiry Hotline **2100 9000**  
Fax **2100 9290**

## Hong Kong Institute of Construction

### (For Courses under Enhanced Construction Supervisor/Technician Training Scheme (ECSTS)) Registration Form for Employing Graduates

**Notes to Employers:**

- Complete the form in ENGLISH and fax to the Hong Kong Institute of Construction (HKIC) Career Support Services at 2100 9290.
- Select the trade you wish to recruit by putting a "✓" in the box and specify the number of vacancies available in the space provided.
- Complete a separate form if you are recruiting from more than one trade.

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Training Courses	No. of vacancies to be offered
Civil Engineering Supervision	
Building Services Supervision	
Building Construction Supervision	

Name of Employer/Organization: .....

Address: .....

Name of Interviewer: ..... Job Title: .....

Interview Date (\*1): ..... (Year) ..... (Month) ..... (Day) Time: ..... (am/pm)

Interview location(\*2): ☐ Kowloon Bay Campus ☐ Sheung Shui Campus ☐ Kwai Chung Campus  
☐ Others, please specify: .....

Details of Vacancy: Job Position: ..... Job Nature: .....  
 Project Name: ..... Project Contract Number: .....  
 Work Location/ Site Name: ..... Station on site? ☐ Yes ☐ No  
 Join apprenticeship scheme? ☐ Yes ☐ No

Employment Terms (\*3,4):

	#1st to 6th month of Employment	7th to 12th month of Employment
Monthly Salary / Daily Wage		
Overtime allowance		
Lunch allowance		
Travelling allowance		
Other allowance(s)		
Estimated total monthly salary		
Any special requirement(s) for the position(if appropriate)		

#HKIC grants On-the-job Training Allowance to student at \$250/daily, approximately \$6000/month during those months. Employers are recommended to pay no less than minimum wage to students according to the respective legislation of HKSAR.

Contact Person: ..... Signature or Company Chop: .....

Email : ..... Contact Tel : .....

Fax : ..... Date: .....

**Remarks:**

- \*1: Upon receipt of the form, HKIC staff will contact you to confirm the interview schedule.
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