

任職證明書申請 Request for Employment Certification

請把填妥的表格交回人力資源處 (郵寄地址：沙田香港中文大學蒙民偉樓四樓 / 傳真：3942 0946 / 電郵：hro-cert@cuhk.edu.hk)。一般情況下，人力資源處在收到申請後，需時 7 個工作天處理。查詢：3943 7332 或 3943 9514。

Please return the completed form to the Human Resources Office by mail to 4/F, Mong Man Wai Building, The Chinese University of Hong Kong, Shatin / by fax at 3942 0946 / by email at hro-cert@cuhk.edu.hk. The normal processing time is 7 working days. Enquiries: 3943 7332 or 3943 9514.

姓名	_____	職員編號 / 香港身份證號碼	_____
Name:	_____	Employee ID / HKID No.:	_____
職位	_____	部門	_____
Post:	_____	Department:	_____
電郵地址	_____	聯絡電話	_____
E-mail Address:	_____	Contact No.:	_____

任職證明書 (只限與工作有關的資料)

Employment Certificate (for employment-related data only)

請選擇所需資料 (請在適當方格內填上「✓」號)

Please select the item(s) required (*Please ✓ as appropriate*)

- 只列明最後職位及部門 (版本一) Latest Post and Department only (Sample 1)
大學服務記錄 (列明所有職位、部門及受聘形式) (版本二) University service history (with breakdown of posts, departments and appointment modes) (Sample 2)
- 最後薪金 Latest Salary

領取方法 親身領取 Collect in person

Collection Method: 郵寄至 By mail to: _____

請把本人在大學人事記錄內的通訊地址由 [請填寫舊地址: _____]更新為以上地址。
Please update my correspondence address in the University's personnel record from (Please provide the previous address: _____) to the above address.

備註(如適用) **Remarks (if any):** _____

申請人簽署 _____ 日期 _____

Signature of applicant: _____ **Date:** _____

只供內部使用 FOR OFFICE USE ONLY

Date of receipt: _____

Received by: _____



香 港 中 文 大 學
The Chinese University of Hong Kong

TO WHOM IT MAY CONCERN

This is to certify that Professor ABC, holder of Hong Kong Identity Card No. X123456(7), was a former employee of this University. His last position was Assistant Professor in the Department of XXX on a full-time basis for the period from January 1, 2014 to December 31, 2016. He left University service after completion of contract.

SAMPLE



香 港 中 文 大 學
The Chinese University of Hong Kong

任 職 證 明 書
Certificate of Service

茲 證 明
This is to certify that

Ms. ABC
Holder of HKID Card No. X123456(7)

曾 為 香 港 中 文 大 學 僱 員
was employed by The Chinese University of Hong Kong as

職位 Post	任職部門 Unit/Department	服務期 Service Period	受聘形式 Mode
Research Assistant	Department of XXX	January 10, 2012 to June 30, 2014	Full time and fixed- term contract
Postdoctoral Fellow	Department of XXX	December 1, 2014 to January 11, 2016	Full time and fixed- term contract

She resigned of her own accord with effect from January 12, 2016.