



職工職位應徵表格 (本表格只適用於職位編號字首為 B 的職位)

APPLICATION FORM FOR JUNIOR POSTS (This form is only applicable to posts with Job No. with prefix "B")

應徵者須知:

1. 本職位應徵表格只適用於職位編號字首為 B 的職位。使用本表格應徵其他指定須經網上系統申請的職位，將不獲受理，並會被銷毀。
2. 請將填妥之應徵表格，連同學歷/專業資格證書副本，交回新界沙田香港中文大學蒙民偉樓四樓人力資源處。信封面請註明「應徵—機密」及職位編號。
3. 應徵者所提供之資料將用作香港中文大學(下稱“大學”)招聘、人事、僱傭或相關事宜。此等資料將會發放予部門/單位、委員會或其他處理上述事宜的人員。如有其他相類職位，此等資料或會交予有關部門/單位考慮。該等資料或會透露予相關人士或機構以作核實應徵者所提供之資料的真確性。
4. 應徵者必須填妥本表格內全部項目，並提供完整及準確資料，否則將會影響申請的處理及甄選結果。如不夠空間填寫資料，可另加紙張書寫。
5. 大學將要求應徵者出示證明文件的正本，以核對其申報之資料，如學歷、專業資格、薪酬等。
6. 未獲取錄應徵者的資料，將於招聘程序完成後一年內全部銷毀。
7. 如欲查閱或更正其提交予大學的資料，請致函香港中文大學人力資源處處長，並註明職位編號。

Notes for Applicants:

1. This job application form is only applicable to posts with Job No. with prefix "B". Applications using this form for other posts that require submission via the University's on-line system as specified, will not be considered, and will be disposed.
2. The completed Application Form, together with copies of academic credentials and professional qualifications, should be submitted to the Human Resources Office, 4/F, Mong Man Wai Building, The Chinese University of Hong Kong, Shatin, New Territories. Please mark "Application – Confidential" and the relevant job number on the envelope.
3. The information provided will be used for recruitment, personnel, employment or other related matters at The Chinese University of Hong Kong (hereafter "the University"). It will be accessible to departments/units, committees or persons handling such matters. Should similar vacancies at the University arise, your application may also be forwarded to relevant departments/units for consideration. The information collected may also be disclosed to such person(s) or organization(s) for the purpose of verifying the information provided by the applicant.
4. Provision of complete and accurate information in all parts of this form is necessary. Failure to do so will affect the processing and outcome of your application. If there is insufficient space to fill in the information, applicants can provide such on separate sheets of paper.
5. Applicants will be required to produce the originals of documentary evidence pertaining to their academic credentials, professional qualifications, remuneration, etc. as declared in this application form for verification by the University.
6. Unsuccessful applications will be disposed of not later than 1 year after completion of the recruitment exercise.
7. Applicants who wish to have access or make corrections to any information they have provided to the University can write to the Director of Human Resources, Human Resources Office, The Chinese University of Hong Kong and quote the job number of their application.

應徵職位 Post Applied for	部門/單位 Department/Unit
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I. 個人資料 Personal Particulars

英文姓名 (須與身份證相同) (姓氏先行) Name in full (English)(as on HKID)(Surname first)		中文姓名 (須與身份證相同) Name (Chinese)(as on HKID)	
稱謂 Title# <input type="checkbox"/> 博士 Dr. <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 小姐 Miss <input type="checkbox"/> 女士 Ms.	# <input type="checkbox"/> 香港身份證號碼 HKID No. <input type="checkbox"/> *護照號碼 *Passport No.	出生日期 Date of Birth (dd/mm/yy)	出生地點 Place of Birth
住所電話 Home Phone No.	辦公室電話 Office Phone No.	手提電話 Mobile Phone No.	電郵地址 Email Address
通訊地址 Correspondence Address			
住址 (如與上址不同) Residential Address (if different from above)			

II. 學歷及專業訓練 (請倒序列出) Education and Professional Training (in reverse chronological order)

由 From 月/年 mm / yyyy	至 To 月/年 mm / yyyy	院校/訓練機構 (如非本港, 請註明所在國家) Institution of Learning / Training (Please specify country, if not in Hong Kong)	肄業班級/所獲資格或學歷 (請註明科目及成績) Classes Attended / Qualifications Obtained (please state subjects and grades)	頒發日期 Date of Award 月/年 mm / yyyy

# 請選擇適用者 Please select as appropriate

\* 只適用於沒有香港身份證者 Only applicable if you do not have a Hong Kong I.D. Card

### III. 工作經驗 (請倒序列出) Work Experience (in reverse chronological order)

由 From 月/年 mm / yyyy	至 To 月/年 mm / yyyy	工作機構 Name of Employer	職位 Post	全職/兼職 Full-time / Part-time	職責簡述 Scope of Duties

### IV. 專業資格 (請倒序列出) Professional Qualifications (in reverse chronological order)

專業團體 (全名) Professional Body (Full Name)	所獲專業資格 Qualification Obtained	獲取途徑 (如考試、推選等) Channel of Award (e.g. exam, election)	頒發日期 Date of Award 月/年 mm / yyyy

## V. 其他技能 Other Skills

請詳列與此應徵職位有關之其他技能（如電腦知識、通曉語言、中英文打字速度等）：

Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.):

## VI. 現職或最近的職業的資料 Further Details of Present/Most Recent Employment

必須完整及準確填寫以下全部項目，否則將會影響職位申請的處理及甄選結果。

Provision of complete and accurate information in all items below is necessary. Failure to do so will affect the processing and outcome of your application.

<p># <input type="checkbox"/> 現職 Present / <input type="checkbox"/> 近職基本月薪 Last Basic Monthly Salary (<b>不包括</b>任何形式的津貼、花紅、佣金、酬金等) (<b>excluding</b> any assistance, allowance, bonus, commission, gratuity, etc.)</p> <p>(每月) 期 (如適用) 首 12 期以外之月薪為 (If applicable) The salary beyond the first 12 months is          HK\$ _____ (Per month) x _____ Months # <input type="checkbox"/> 必定發放 mandatory <input type="checkbox"/> 按公司盈利/僱員表現發放 profit-based/performance-based</p>	<p>增薪日期 (如適用) Incremental Date (if applicable)</p>
<p># <input type="checkbox"/> 津貼 Allowance / <input type="checkbox"/> 花紅 Bonus # <input type="checkbox"/> 每月 / <input type="checkbox"/> 每年 港幣 _____ 或 基本月薪的 _____ 百分比          HK\$ _____ per # <input type="checkbox"/> month / <input type="checkbox"/> year OR _____ % of Basic Monthly Salary</p> <p>性質 Nature:</p>	<p>現職離職通知期 Resignation Notice Period Required by Present Employer</p>
<p># <input type="checkbox"/> 必定發放 Mandatory  <input type="checkbox"/> 按公司盈利/僱員表現發放 Profit-based/Performance-based</p>	<p>約滿酬金：港幣 _____ 或 基本月薪的 _____ 百分比          Contract-end Gratuity: HK\$ _____ OR _____ % of Basic Monthly Salary</p> <p>如獲聘用可到任日期 Earliest Date Available if Appointed</p>

## VII. 其他資料 Other Information

<p># <input type="checkbox"/> 本人從未受聘於香港中文大學 I have <u>never</u> been an employee of The Chinese University of Hong Kong.  <input type="checkbox"/> ^本人是香港中文大學現任僱員 ^I am a <u>servicing</u> employee of The Chinese University of Hong Kong.  <input type="checkbox"/> ^本人是香港中文大學前任僱員 ^I am a <u>former</u> employee of The Chinese University of Hong Kong.</p> <p>^於甄選時，招聘部門/單位或會向大學內相關部門/單位索取你的人事、僱傭、工作表現、能力等資料，以及你是否適合相關職位的意見。          ^In the process of considering your application, the recruiting department/unit may approach the relevant department(s)/unit(s) at the University to obtain information pertaining to your personnel, employment, performance, competency and opinion on your suitability for appointment, etc.</p>								
<p>你現時是否香港中文大學註冊全日制學生？ Are you currently a registered full-time student of The Chinese University of Hong Kong?          # <input type="checkbox"/> 我現時是香港中文大學註冊全日制學生 I am currently a registered full-time student of The Chinese University of Hong Kong.  <input type="checkbox"/> 我現時不是香港中文大學註冊全日制學生 I am currently not a registered full-time student of The Chinese University of Hong Kong.</p>								
<p>你是否與任何香港中文大學的僱員有親屬/親密關係？ Do you have relative(s)/intimate(s) employed by The Chinese University of Hong Kong?          # <input type="checkbox"/> 是* Yes* <input type="checkbox"/> 否 No</p>								
<p>*必須於以下提供細節 Mandatory to provide the details below</p> <table border="0"> <tr> <td>姓名 Name _____</td> <td>部門/單位 Department/Unit _____</td> <td>職位 Post _____</td> <td>與應徵者的關係 Relationship _____</td> </tr> <tr> <td>姓名 Name _____</td> <td>部門/單位 Department/Unit _____</td> <td>職位 Post _____</td> <td>與應徵者的關係 Relationship _____</td> </tr> </table>	姓名 Name _____	部門/單位 Department/Unit _____	職位 Post _____	與應徵者的關係 Relationship _____	姓名 Name _____	部門/單位 Department/Unit _____	職位 Post _____	與應徵者的關係 Relationship _____
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姓名 Name _____	部門/單位 Department/Unit _____	職位 Post _____	與應徵者的關係 Relationship _____					

# 請選擇適用者 Please select as appropriate

## VIII. 諮詢人 Referees

如你現時在職或曾受僱，請填上現職或最近期僱主之資料。大學或會向諮詢人索取有關你的人事、僱傭、工作表現、能力等資料，以及你是否適合相關職位的意見。請先行知會諮詢人，你已授權大學作出此等查詢。如欲於諮詢前獲得通知，請於諮詢人姓名旁的“□”內加上“x”。

Please include your current or the most recent employer, where applicable. The University may approach your referees to obtain information pertaining to your personnel, employment, performance, competency and opinion on your suitability for appointment, etc. Please inform your referees that consent has been given by you for reference check. If you wish us to give you prior notification before approaching the referees, please put “x” in the box beside the name of the referees.

姓名 Name	職銜、工作機構及地址 Post, Name and Address of Place of Work	電話／電郵地址 Phone No./ Email Address
1. <input type="checkbox"/>		
2. <input type="checkbox"/>		

## IX. 聲明 Declaration

① 本人謹此聲明，在此應徵表格及其他附上之文件內（包括履歷）所填報的資料，均屬完整及真確無訛。本人並同意按香港中文大學（下稱“大學”）要求提供有關本人身份、學歷（包括正式畢業證書）、專業資格、薪酬等證明文件及其他相關文件之正本，於到任前予大學查核。本人明白倘若故意虛報或隱瞞任何相關資料，大學可取消已發出之口頭或書面聘約，即使本人已獲聘任，仍會被解僱。

I declare that the information given in this application form, and other documents attached (including curriculum vitae) are complete, true and accurate. I agree to produce the originals of the documentary evidence (including official graduation certificates) which certify my identification, academic credentials, professional qualifications, remuneration, etc. and other relevant documents as required by The Chinese University of Hong Kong (hereafter “the University”) before assumption of duty for verification. I understand that if I knowingly give false information or withhold any relevant information, the University has the right to rescind any verbal or written offer of appointment and I shall render myself liable to dismissal even if I am already employed by the University.

② 本人授權大學向第 VIII 部份所列的諮詢人，索取上述所列的資料及意見。

I hereby authorize the University to obtain the required information and opinion from the referees as stated in Section VIII above.

日期  
Date \_\_\_\_\_

簽署®  
Signature® \_\_\_\_\_

® 必須為親筆簽署 Original signature is mandatory