

## 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：沙田香港中文大學邵逸夫夫人樓地下中庭 / 傳真：3942 0946 / 電郵：[hro-cert@cuhk.edu.hk](mailto: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 The Atrium, G/F, Lady Shaw Building, The Chinese University of Hong Kong, Shatin / by fax at 3942 0946 / by email at [hro-cert@cuhk.edu.hk](mailto:hro-cert@cuhk.edu.hk). The normal processing time is 7 working days. Enquiries: 3943 7332 or 3943 9514.

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

### 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  
**Collection Method:**

- 親身領取 Collect in person
- 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  
**Signature of applicant:** \_\_\_\_\_

日期  
**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.