



香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教學、行政及專業職位應徵表格

編號
Ref. No. _____

APPLICATION FORM FOR TEACHING, ADMINISTRATIVE AND PROFESSIONAL POSTS

註：Note:

應徵者所提供的資料將用作招聘或其他與僱傭有關事宜，並會供大學有關部門、委員會或其他處理招聘事宜的人士查閱。招聘程序完成後，未獲取錄的應徵者資料，當無需保留時將全部銷毀。

The information provided will be used for appointment and other employment-related purposes in the University. It may be accessible to offices, committees or persons who will process appointment matters. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

請將填妥的表格，連同學歷 / 專業資格證書副本及著作撮要（如適用），交回香港新界沙田香港中文大學邵逸夫人樓地下中庭人力資源處。

The completed application form, together with copies of academic credentials / professional qualifications, and abstracts of selected publications (if applicable), should be returned to the Human Resources Office, The Atrium, G/F, Lady Shaw Building, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong.

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

英文姓名 (姓氏先行) Name in full (English) (Surname first)	* 稱謂 Title <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 # Miss / Ms. / Mrs.		
中文姓名 Name (Chinese)	出生日期 Date of Birth	# 護照號碼 / 身份證號碼 Passport No. / I.D. Card No.	
通訊地址 Correspondence Address			
住址 (如與上址不同) Residential Address (if different from above)			
電話號碼 (住宅) Telephone No. (Home)	(辦公室) (Office)	(個人通訊) (Mobile/Pager)	電子郵址 E-mail Address
保密傳真號碼 Confidential Fax No.	如傳真文件須事前通知，請註明 Please specify if prior notice should be given before any fax is transmitted to you		# 是 / 否 Yes / No

II. 學歷 / 學術榮譽 / 獎狀 (請順序列出) Academic Qualifications / Awards / Distinctions (in chronological order)

由 From 月 / 年 Month / Year	至 To 月 / 年 Month / Year	教育機構 / 院校名稱 (請列明所在國家) Institution of Learning / College / University Attended (Please specify country)	所獲學歷 Qualifications / Awards / Distinctions Obtained	主修科目 / 範疇 Major Subject / Field of Study

III. 專業資格 (請順序列出) Professional Qualifications / Memberships (in chronological order)

專業團體 (全名) Professional Body (Full Name)	所獲專業資格 Qualification / Membership 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

* 請於適當空格加✓號 Please tick as appropriate

請刪去不適用者 Please delete as appropriate

IV. 工作經驗 (請順序列出) Working Experience (in chronological order)

由 From 月 / 年 Month / Year	至 To 月 / 年 Month / Year	工作機構及地址 Name and Address of Employer	職位 Appointment Held (如屬兼職, 請予註明) (if part-time, please specify)	工作性質, 教授科目 / 年級 Nature of Work, Subject / Class Taught

V. 曾擔任之主要研究工作 Major Research Work Undertaken

期間 Period	研究工作之名稱及性質 Name and Nature of Research	已刊行之研究報告 Published Work

VI. 已出版之主要著作 (應徵教學職位者適用) Publication List (for Teaching Post Applicants Only)

應徵者請用另紙提供著作詳情 (請表列著作名稱、年份、出版者或刊物名稱), 並請連同著作撮要一併交回。

Please use a separate sheet for giving particulars of publication work (listing title, year and publisher / journal name). Please attach abstracts of publications if available.

VII. 諮詢人 Referees

姓名 Name	職銜 Position	通訊地址 Correspondence Address	傳真號碼 / 電子郵址 Fax no. / E-mail Address
1.			
2.			
3.			

除非特別註明, 大學將毋須再行通知應徵者並可逕向上述諮詢人查詢。請先行知會上述諮詢人。

Unless otherwise specified, consent is deemed given by the applicant to the University to approach the above referees whenever appropriate without prior notification. Please also inform your referees that such consent has been given by you.

VIII. 其他 Others

1. 現職或近職薪酬 (每月) _____ 期 _____ 增薪日期 (如適用者) _____ 其他津貼 (請予註明) _____
Present / Last Salary _____ (Per month) x _____ Months Incremental Date (if applicable) _____ Other Allowances (please specify) _____

2. 現職離職通知期 _____ 3. 如獲聘任可到任日期 _____
Notice Period Required by Present Employer _____ Earliest Date Available if Appointed _____

4. 請問從何處得悉本職位空缺?
How did you learn about this vacant position? _____
(例: 期刊 / 報章名稱及日期) (e.g. Name and date of journal / newspaper, etc.)

5. 應徵者如有近親現職於香港中文大學, 請列明其姓名、職位及與應徵者的關係
If you have close relatives currently employed by The Chinese University of Hong Kong, please state their names, posts and relationship to you.

6. 其他與申請此職位有關的資料
Applicants may use the following space to provide any other relevant information in support of your application.

IX. 聲明 Declaration

本人謹此聲明以上所提供的資料均屬真實及所附證明文件皆為真確副本。如獲聘任, 本人將提供有關身份及資歷文件的正本 / 核實真確本予大學作查核。本人明白倘若故意虛報資料或隱瞞重要事實, 香港中文大學可取消已發出的口頭或書面聘約或縱使已獲聘任亦可遭解僱。

I declare that the information given above is correct and complete to the best of my knowledge and that the documents provided by me in connection with this application are true copies. I will produce the original / certified true copies of all identification and qualification documents as required by the University upon assumption of duty at the University if appointed. I understand that if I knowingly supply false information or withhold any material information, The Chinese University of Hong Kong shall have the right to rescind any verbal / written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the University.

日期
Date _____

簽署
Signature _____