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|  | **香港家庭福利會**  **Hong Kong Family Welfare Society** | **職位申請表**  **Application Form** |

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| **申請職位名稱Post Applied for** |  | |
| 有志參與的服務*（只適用於社工職位）*  Service Preference *(for Social Work post only)* |  | |
| 現時／最後薪金 Present / Last Salary | | 要求薪金 Expected Salary |
|  | |  |

**個人資料Personal Particulars**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  Name | (英文in English) | | | | (中文in Chinese) | | 性別Sex |
|  | | | |  | | ⬜ 男Male  ⬜ 女Female |
| 香港身份證號碼*(可選擇是否填寫)*  HKID No.*(optional)* | | | 出生日期  Date of Birth | 聯絡電話  Contact Telephone No. | | 電郵地址  E-mail Address | |
|  | | |  |  | |  | |
| 住宅地址Residential Address | | (英文in English) | | | | | |
| (中文in Chinese) | | | | | |

**香港中學會考／香港高級程度會考／香港中學文憑考試**（按考試日期由近至遠排列）

**HK Certificate of Education Examination (HKCEE) / HK Advanced Level Examination (HKALE) /**

**Hong Kong Diploma of Secondary Education (HKDSE)** (in reverse chronological order)

|  |  |  |
| --- | --- | --- |
| HKCEE / HKALE / HKDSE | 頒發年份  Date Issued | 及格科目及成績  Subjects Passed and Level Attained |
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**教育／學歷**（按就讀／考獲資格日期由近至遠排列）**Academic Qualifications** (in reverse chronological order)

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| --- | --- | --- |
| 就讀學校／學院／大學等  Schools, Colleges, Universities, etc. | 已獲取的學歷  Qualification Obtained | 頒發日期（月／年）  Date (Month / Year) |
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**實習詳情**（按日期由近至遠排列）*[如適用]*

**Fieldwork Experiences** (in reverse chronological order) *[if applicable]*

|  |  |  |  |
| --- | --- | --- | --- |
| 機構名稱  Organisation | 工作性質  Job Nature | 實習日期（月／年）  Period of Fieldwork  (Month / Year) | |
| 由From | 至To |
|  |  |  |  |
|  |  |  |  |
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**工作經驗**（按任職日期由近至遠排列）**Working Experience** (in reverse chronological order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 職位  Position | 機構名稱  Organisation | 在職日期（月／年）  Period of Employment  (Month / Year) | | 現時／最後  薪金  Present / Last Salary |
| 由From | 至To |
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**專業資格**（按考獲資格日期由近至遠排列）**Professional Qualifications** (in reverse chronological order)

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| --- | --- | --- |
| 獲頒授專業資格  Professional Qualifications Awarded | 頒發機構  Name of Issuing Authority | 頒發日期（月／年）  Date (Month / Year) |
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**義務／社團工作經驗**（按日期由近至遠排列）**Voluntary Experiences** (in reverse chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
| 機構名稱  Organisation | 工作性質  Job Nature | 日期（月／年）  Period (Month / Year) | |
| 由From | 至To |
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**其他技能Relevant Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 能操語言 / 方言  Languages Spoken |  | | | |
| 電腦軟件  Computer Software |  | | | |
| 打字Typing | ⬜ 英文English ⬜ 中文Chinese（輸入法︰ ） | | | |
| 其他Others |  | | | |
| *以下適用於申請****司機職位人士****填寫For apply* ***Driver post*** *only* | | | | |
| 駕駛執照  Driving Licence | 考取日期  Date of Issued |  | 可駕駛車輛類別代號  Full classes of vehicle classification codes |  |
| 交通意外紀錄（包括違例）  Accident Record (including conviction) | |  | | |

**諮詢人**（請提供兩位非近親人士的資料及聯絡方法，其中一位須為閣下最近的僱主）

**Referees** (Please supply information and contact of two persons. They must not be your next of kin and one of whom should be your most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name | 職位  Position | 關係  Relationship | 機構名稱及地址／電郵  Name of Organisation and Address / E-mail |
|  |  |  |  |
|  |  |  |  |

**你從哪種途徑得知本職位空缺How did you learn about this job vacancy︰**

⬜ 報章／招聘網站Newspaper / Recruitment website（請註明please specify︰ ）

⬜ 機構網頁Society website ⬜ 招聘會Job Fair ⬜ 勞工處Labour Department

⬜ 僱員再培訓局Employees Retraining Board

⬜ 機構員工介紹Staff Referral

（如適用於員工推薦計劃（離島工作），請提供有關現職員工（介紹人）之資料︰  
介紹人姓名： 服務中心： 職位： ）

⬜ 其他，請註明Others, please specify︰

|  |  |  |  |
| --- | --- | --- | --- |
| 申請人須確保所提供的資料均屬真確無誤，有關資料將會送交獲授權處理的服務中心／單位，用以進行與招聘工作及僱用有關的事宜，例如學歷評審、操守審查等。  Applicant should ensure the information given is correct. The information given will be provided to service centres / units authorised for recruitment and other employment-related purposes, e.g. qualifications assessment, employer reference and integrity checking, etc. | | | |
| 簽署Signature |  | 日期Date |  |

填妥的申請表請寄回**香港灣仔軒尼詩道130號修頓中心20樓2010室香港家庭福利會人力資源部收**。

The completed application form should be return to **Human Resources Unit, Hong Kong Family Welfare Society,**

**Room 2010, 20/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong**.