

機 密  
Confidential

李陞大坑學校  
Li Sing Tai Hang School

近 照  
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非教學職位申請表  
Job Application Form for Non-teaching Staff

應徵職位 Post applied for: \_\_\_\_\_

**申請者須知 Notes to Applicants:**

閣下所提供的資料將會用作招聘事宜上。若閣下獲取錄後，個人資料將會用於人事有關的用途上。請確保提交的資料完整及正確。如果資料有誤，本校將不能處理閣下之申請。本校會將閣下的資料嚴格保密，但可能會轉交與招聘事宜有關的個人或部門查閱。閣下的資料或會被用作其他職位甄選之用。未獲取錄者，資料將於招聘程序完畢後存檔 3 個月。閣下有權向本校提出查閱及／或更改個人資料的要求。若閣下欲更改或查詢此份申報表內的個人資料，請與本校校務處聯絡。

The personal data collected about you will be used for the purpose of recruitment. In the event that your application is successful, your personal data will be used for the purposes of personnel. Please make sure that the data are complete and accurate. If the data provided are inaccurate or incomplete, the School may not be able to process your application. The School will keep your personal data confidential but may need to disclose them to other persons for recruitment purpose. Your personal data may also be used for the purpose of recruitment for a similar or different post. Should your application be unsuccessful, the School will normally retain your personal data for 3 months from the date of rejecting your application. You have the right to make access to personal data held on you by the School and to have any inaccuracies in such data corrected. For correction of or access to personal data submitted for the purpose of this application, please contact the School Office.

**1. 個人資料 Personal Particulars:**

姓名 (中文) \_\_\_\_\_ (英文) \_\_\_\_\_ 性別 \_\_\_\_\_  
Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_ Sex: \_\_\_\_\_  
出生日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 身份證／護照號碼 \_\_\_\_\_  
Date or birth: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D HKID/ Passport No.: \_\_\_\_\_  
地址 \_\_\_\_\_  
Address: \_\_\_\_\_  
住宅電話 \_\_\_\_\_ 手提電話 \_\_\_\_\_  
Residential Telephone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_  
電郵地址 \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**2. 學歷 Academic Qualifications:** (如有需要請另紙書寫 Use a separate sheet if necessary)

學校名稱 School/College/University/Institute	畢業日期 Date of Award	證書／文憑／學位 Certificate/Diploma/Degree obtained	主修及副修 Major & Minor	
	月 M / 年 Y			
中學 Secondary			/	
大學 University				
其他 Others				

**3. 工作經驗 Work Experience:** (如有需要請另紙書寫 Use a separate sheet if necessary)

機構名稱 Institute	由 From 年 Y / 月 M / 日 D	至 To 年 Y / 月 M / 日 D	職位 Position	全職 / 兼職 Full / Part Time	月薪 Monthly Salary

**4. 其他特長 (如有) Other Strength(s) (if any):**

**5. 如有親屬或友好屬本校之校董會成員或職員，請提供姓名 Please declare if you have any friends or relatives working in Li Sing Tai Hang School:**

**6. 性罪行犯罪記錄查核密碼 (如有) SCRC Code (if any):** \_\_\_\_\_

**7. 其他 Others:**

你是否曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行? (如無該類記錄, 請填上「無」)  
Have you previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment? (If there is no such record, please write "NIL".)

**8. 你由何種途徑得知本校聘請職員? (可選擇多於一項)**

**How do you know our advertisement?** (Can choose more than one item)

報章: \_\_\_\_\_ 報  勞工處  朋友  互聯網  其他: \_\_\_\_\_  
Newspaper: \_\_\_\_\_ Labour Dept. Friends Internet Others: \_\_\_\_\_

**9. 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。本人明白倘若故意虛報資料、提供假文件或隱瞞重要事實，李陞大坑學校可取消已發出的口頭或書面聘約或縱使已獲聘任，亦可被解僱。

I declare that the information given above is correct and complete to the best of my knowledge and belief. I also declare that all the documents provided by me in connection with this application are true copies. I understand that if I willfully give any false information or copies of documents, or withhold any material information, Li Sing Tai Hang School shall have the right to rescind any verbal/ written offer of appointment and I shall render myself liable to dismissal if I am appointed to the service of Li Sing Tai Hang School.

申請人簽署

日期

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**本欄由校方填寫:**

申請人性罪行查核結果: 查詢日期: \_\_\_\_\_ 查詢密碼: \_\_\_\_\_

查詢結果:  無性罪行犯罪記錄  有性罪行犯罪記錄