

## Personal Information Collection Statement (PICS) for Recruitment

Please read the following carefully before you fill in the application form:

1. The personal data collected in this form will be used by the Jockey Club Creative Arts Centre (the Centre) to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorised to process the information for purposes relating to appointment.
2. Please complete all items on this form for selection purposes. Failure to provide these data may affect the processing and outcome of your application. This form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
3. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than 12 months. Thereafter, your application together with all materials you provide will be disposed of.
4. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. If you wish to do so, please email to jovekwok@hkbu.edu.hk and quote the Reference No. stated in the advertisement.

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Notes:

1. All information provided will be treated in strictest confidence.
2. Please email the completed form with a cover letter to jovekwok@hkbu.edu.hk.
3. Should you require acknowledgement of your application, please indicate in the cover email.
4. Shortlisted applicants will be contacted in due course. While the processing time may vary among positions, as a general rule (unless otherwise specified in the advertisement), an application may be considered unsuccessful if the applicant does not hear from the Centre within 6 months from the application deadline.



## 以招聘理由收集個人資料的政策聲明

填寫此職位申請表格前請小心閱讀下列各點：

1. 申請人在此申請表上所填報之資料，賽馬會創意藝術中心（「中心」）將用作評核申請人是否適合所申請職位及用作釐定薪酬及福利條件（若適用）。申請人資料會送往獲授權處理有關招聘事宜的部門/單位，以及中心內/外之評審人員以完成有關程序。
2. 申請人必須填寫此申請表上所有項目。若未能提供完整資料，將會影響申請之處理及結果。本表格須以正楷填寫，如不敷應用，請另用紙填寫。
3. 如申請人不獲取錄，中心將保留申請人資料不多於十二個月，其後此申請表及所附文件將被銷毀。
4. 根據個人資料（私隱）條例，遞交此申請表後，如需查閱/更改資料，請電郵至 jovekwok@hkbu.edu.hk，並註明職位空缺編號。

注意：

1. 所有資料將絕對保密。
2. 請將填妥之表格連同求職信電郵至 jovekwok@hkbu.edu.hk。
3. 如需本中心函覆收件通知，請在求職電郵註明。
4. 本中心將與被納入決選名單的申請人聯絡。 惟因各職位的甄選過程需時不一，若於申請截止日期六個月內仍未接獲面試通知，申請可視作落選論。

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**EMPLOYMENT APPLICATION FORM**

**職位申請表**

|  |  |  |
| --- | --- | --- |
| Reference No. 空缺編號 | Post Applied for 申請職位 | Date Available 可履任日期 |
| **JCCAC001/23-24**  | **Theatre Technician 劇院技師** |  |
|  |

**Ia. PERSONAL PARTICULARS 個人資料**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname 英文姓氏 |  | Other Name 英文名字 |  | Name in Chinese 中文姓名 |  |
|  |  | Prof. |  | Dr. |  | Mr. |  | Mrs. |  | Ms. |  | Miss |  |  |
|  |  | 教授 |  | 博士  |  | 先生 |  | 太太 |  | 女士 |  | 小姐 |
| Correspondence Address 通訊地址 |  | Off. Tel.辦公室電話 |  |
|  | Res. Tel.住所電話 |  |
|  | Mobile No.手提號碼 |  |
| E-mail電郵地址 |  | Fax No. 傳真號碼 |  |
| \*Hong Kong Identity Card/Passport Number\*香港身份證/護照號碼 |  | Date of Birth出生日期 |  |

|  |  |
| --- | --- |
| Language(s) Used 可操的語言 | Your own Assessment 語文能力 |
|  |   | Written 書寫 | Spoken 言談 |
| First Language 第一語言 |   |   |   |
| Other Language(s) 其他語言 |  |  |  |
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**Ib. FOR OVERSEAS APPLICANTS ONLY**  **海外申請者填寫**

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| a.  | If you are currently in Hong Kong, what kind of visa have you obtained from the Hong Kong Government:台端如在香港，所獲香港政府簽發之證件為： |
|  |  |
|  |  | Employment Visa 工作簽證 |  | Dependant Visa 家屬簽證 |  | Others 其他 |  |  |
| b.  | Visa Reference 簽證編號： |  |  |
| c. | Visa Expiry Date 簽證到期日： |  |  |
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\* Please delete as inappropriate 請刪除不適用者

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| **II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷** |  |
| Dates 日期 (M/Y) (月/年) | Full Name & Location of Tertiary Institutions Attended/Attending | Field of Study | *Abbreviation**e.g. BA, PhD* | Qualifications Obtained*(Pls. indicate the abbreviation before description)* | Date of Award(M/Y) |
| From 由 | To 至 | 曾/現就讀院校名稱及地址 | 修讀範圍 | 所得資格/文憑/學位 | 頒授日期(月/年) |
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Means of Attaining

**X**: By Examination

**E**: By Election

**S**: By Subscription

**III. PROFESSIONAL QUALIFICATIONS 專業資格**

 Membership obtained from professional association or public examination

|  |  |  |
| --- | --- | --- |
|  由專業學會或公開考試獲得之會員資格 |  |  |
| Name of Association/Professional Institution學會/專業機構名稱 | Title Abb.e.g. FHKSA, MHKIE | Professional Title專業名銜 | Level Attained, if applicable認可程度/資格 |  | Conferred Date (M/Y) (月/年)頒授日期 |
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**IV. ADDITIONAL INFORMATION 其他資料**

 (For example, other relevant computer knowledge, special skills, social/cultural activities, etc例如：電腦知識，特別技能或其他活動等)

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**V. WORK EXPERIENCE 工作經驗**

 (Please indicate if it is a part-time position 請註明是否兼職職位)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates 日期 (M/Y) | Name of Organisation/Employer | Position Held | Nature of Work/Duties |
|  From 由  |  To 至 | 工作機構/僱主名稱 | 職位 | 工作性質/職責 |
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**VI. DETAILS OF PRESENT/LAST EMPLOYMENT 現職/近職資料**

|  |  |
| --- | --- |
| \*Present/Last Basic Monthly Salary \*現職/近職之每月基本薪金： |  |
|  |
| Other Allowances/Bonus and Benefits 其他津貼/花紅及福利： |  | Medical 醫療 |  | Housing 房屋 |  | Gratuity 獎金 |  | % |
|  |
|  |  | Superannuation/Provident Fund 公積金： |  | % |  | Bonus 花紅： |  | % of salary |  | Others 其他： |  |  |
|  |
| Expected Salary要求薪金： |  |
| Next Incremental Month增薪月份： |  |
| Notice Period Required for Resignation 現職離職通知期： |  |

\* Please delete as inappropriate 請刪除不適用者

**VII. REFERENCES 諮詢人資料**

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| a. | The Centre will seek confidential reference on you once you are shortlisted for further consideration. Please provide details of two referees (preferably your former academic adviser/job supervisor) whom the Centre can invite to comment on your academic/professional suitability for the post: |
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|  | 經初步甄選，中心將須向熟悉 台端之學歷及專業經驗之人士(盡可能是台端以往的教師或上司)作出諮詢，請列舉兩名諮詢人: |
|  |  |
|  |  |
|  | Name 姓名 |  |  | Position 職位 |  |  |
|  | Organisation 機構 |  |  | Telephone 電話 |  |  |
|  | E-mail 電郵地址 |  |  | Fax 傳真 |  |  |
|  | Address 地址 |  |  |
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|  |
|  | Name 姓名 |  |  | Position 職位 |  |  |
|  | Organisation 機構 |  |  | Telephone 電話 |  |  |
|  | E-mail 電郵地址 |  |  | Fax 傳真 |  |  |
|  | Address 地址 |  |  |
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| b. | In the event of an offer of appointment, the Centre will approach your employer to confirm details of your present/last employment. Please provide the particulars of the contact person of your \*present/last employer below:若準備錄用 台端，中心將須諮詢 台端\*現任/最近之僱主，請詳列聯絡人之有關資料： |
|  |  |
|  | Name 姓名 |  |  | Position 職位 |  |  |
|  | Organisation 機構 |  |  | Telephone 電話 |  |  |
|  | E-mail 電郵地址 |  |  | Fax 傳真 |  |  |
|  | Address 地址 |  |  |
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|  |
|  | **Note:**  | **You will be duly advised before your present/last employer is approached.** |
|  |  | **中心在諮詢 台端現任/最近僱主前，將事先通知台端**。 |
|  |

1. **DECLARATION 聲明**

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|  |
| I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any wilful misstatement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to the Jockey Club Creative Arts Centre to contact my personal referees as provided in Section VII above to comment on my suitability for the post applied for.本人特此聲明上述資料正確無訛，並明白任何故意之虛報聲明將有可能導致本人被即時解僱。本人同意賽馬會創意藝術中心向上述兩位諮詢人士諮詢有關本人之學歷或專業經驗作為此次申請之參考。 |
|  |
| Date 日期 |  |  | Signature 簽名 |  |  |
|  |

\* Please delete as inappropriate 請刪除不適用者