中華人民共和國香港特別行政區政府職位申請書

Application Form for Employment with the Government of the Hong Kong Special Administrative Region of the People's Republic of China

申請人須知 Notes for Applicants

以下備註為填寫申請書(G.F. 340)提供指引,請細心閱讀。

The following notes give guidance on how to complete the application form (G.F. 340). Please read them carefully.

- (a) 你必須就每一個申請的職位填寫<u>一份申請書</u>(請你留意有關的招聘廣告所註明的申請手續,尤其是本申請書G.F.340是否適用)。 You should complete <u>one application form</u> for each job (Please refer to the relevant recruitment advertisement for details regarding application procedures, in particular whether this application form G.F. 340 is applicable).
- (b) 請用<u>黑色/藍色墨水筆或原子筆</u>填寫本表格。如以中文填寫,請以<u>正楷</u>填寫各項。如以英文填寫,請以大寫字母填寫各項。 Please complete every item <u>in black or blue ink</u>. For entries to be completed in English, please write in <u>block letters</u>. For entries to be completed in Chinese, please write clearly.
- (c) 你須填妥申請書各項,並提供正確資料。如空位不敷填寫,你應另頁詳列有關資料,隨申請書附上。
 Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- (d) 你必須填報申請書內要求提供的所有個人資料,但註明是可選擇是否填報的資料則屬例外。招聘職系/部門可能要求你就特定項目 提供詳細資料,以支持申請個別職位。你必須參閱招聘廣告內列出的有關要求填寫本申請書。如你未能提供所要求的所有資料,或 所提供的資料未能清楚顯示你具備有關職位所規定最起碼的學歷、訓練、經驗或其他條件,<u>申請書將不獲受理</u>。
 - You must provide all the personal data requested in this form, except those items clearly marked as optional. You should particularly note that the recruiting grade/department may require you to provide specific details to support your application for individual vacancies. You should refer to the recruitment advertisement for such requirements in filling in this form. Your application will not be considered if you fail to provide all information as requested or it is not clear from the information provided that you have the minimum qualifications, training, experience or other requirements specified for the job.
- (e) 你在本申請書內所提供的個人資料,將用於招聘工作,以及其他與僱用和人力資源管理有關的事宜上。如有需要,有關資料可能會 送交獲授權處理有關資料的政府部門及其他組織或機構,用以進行與政府招聘工作及僱用有關的事宜,例如學歷評審、體格檢查、 僱主推薦及操守審查等。在一般情況下,未獲取錄申請人的個人資料,招聘職系/部門將於其落選日期後24個月全部銷毀。
 - The personal data provided in this form will be used for recruitment, other employment-related and human resource management-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data of an unsuccessful applicant will normally be destroyed by the recruiting grade/department 24 months after rejection of the applicant's application.
- (f) 如你持有本港以外學府或專業團體所頒授的學歷及/或專業資格,請隨申請書夾附相關文憑/證書、成績單及列明有關資歷的授課 形式(例如全日制、兼讀制、在當地院校授課/遙距授課等)的證明文件副本。為了方便進行學歷評審的工作,如你在取得上述的 資歷前已獲取其他資歷,亦應盡可能就該等其他資歷提供證明文件副本。請勿附上任何文憑/證書或其他資歷證明文件的正本。
 - If you hold any academic and/or professional qualifications obtained from institutions or professional bodies outside Hong Kong, please attach copies of your diplomas/certificates, transcripts of studies and official documents stating the mode of delivery of the qualifications (e.g. full time/part time, on campus/distance learning, etc.) as appropriate. To facilitate assessment of the qualifications, the documents of any other prior qualifications obtained should also be supplied as far as possible. Do not send any originals of diplomas/certificates or other qualification documents.
- (g) 填妥本申請書後,你應保留副本一份,作個人參考之用。
 - You are advised to make a photocopy of the completed application form for your own reference.
- (h) 遞交申請書後,本申請書內所提供的資料(包括你的香港特別行政區永久性居民的身分)如有任何更改時,你必須通知招聘職 系/部門。
 - You are required to notify the recruiting grade/department if there are any subsequent changes to the information provided, including any change to your permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (i) 遞交申請書後,如欲更改或查詢個人資料、或查詢與招聘有關的事宜,請與招聘廣告內列出的招聘職系/部門負責人聯絡。各部門 有關招聘事宜的聯絡詳情亦可於公務員事務局網頁閱覽(網址: https://www.csb.gov.hk)。
 - For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the subject officer of the recruiting grade/department as specified in the recruitment advertisement. Contact details of the departments in relation to recruitment matters are also available from the Civil Service Bureau Homepage at https://www.csb.gov.hk.
- (j) 招聘職系/部門可能會以你於本申請書中所提供的電郵地址作聯絡之用及/或(如認為合適)向該電郵地址發出聘書。你應經常及 定期查閱你的電郵帳戶(包括垃圾郵件箱、群發郵件箱及雜件郵箱)。如你未能及時依照招聘職系/部門發出的電郵指示行事,你 的申請書將不獲受理或任何已發出的聘書將自動失效。
 - The recruiting grade/department may communicate and/or, if deemed fit, offer appointment to you via the email address provided in this application form. You are advised to frequently and periodically check your email account (including the folders for spam, bulk and junk mails). If you fail to act in time in accordance with any email instructions from the recruiting grade/department, your application will not be considered or any offer of appointment will automatically lapse.

中華人民共和國香港特別行政區政府職位申請書

Application Form for Employment with the Government of the Hong Kong Special Administrative Region of the People's Republic of China

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(請在適當方格內加上 "✔" 號。) (Please insert a "✔" in the appropriate box.)

> 我們是提供平等就業機會的僱主 We are an EQUAL OPPORTUNITIES EMPLOYER

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Secondary Education Examination Hollogy (例 cg.) 中國語文 Chia Lang 英國語文 (豫程之) Eng Lang (Syl. By C www. and the state of Education Examination					
Education Examination 英國語文(除程之)Eng Lang (Syl. B) C 強权 Attained) -		(
英國語文(陳程之)Eng Lang (Syl. B) 技術 Attained) - 英國語文(陳祖記) - 英國語文(陳述) -					(例如 e.g.:
特別			Education Examination)		
* 中華人在媒育者高級程度會予成研节,認可用及称目音音為發程度或高級報充程度。					
				時裝形象設計 Fashion Image De	esign) 達標 Attained)
				anced Level or Advanced Supplementary Lay	el

(II)	(II) 就學詳情(按就讀日期順序列出)Education (in chronological order) 申請人如未能按招聘廣告內列出的入職要求提供所有資料, <u>申請書將不獲受理。</u> Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.								
曾經/現正就讀的學校、 學院、大學等		就讀的班級/課程及已獲取/ 將獲取的學歷 (例如:中六;副學士; 學士學位;碩士學位) 請參閱招聘廣告內列出的 人職要求填寫	如屬專上學歷,請註明已獲取/ 將獲取的學歷詳情 (例如:副社會科學學士; 榮譽文學士 - 二級榮譽甲等 (主修:地理、副修:歷史))	上課方式 (例如:當地院校全日/ 兼讀制、遙距授課等)	就讀日期(月/年) Date (Month/Year)				
	Schools, Colleges, Universities, etc. Attended/Attending	Class/Programmes Attended/Attending and Qualification Obtained/ to be Obtained (e.g. Secondary 6; Associate Degree; Bachelor's Degree; Master's Degree) Please refer to the entry requirements stipulated in the recruitment advertisement when completing this item	For post-secondary qualification, please specify details of the qualification obtained/to be obtained (e.g. Associate of Social Science; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	由 From	至* To			
	青人如未畢業,請列明預計畢業日	 期(月/年)。 v/year) of graduation if not yet graduated.							
(III		e provide the following information	an .						
1	本人已獲取/將於本學年獲取	_	是 Ye.	s 否 No 「					
	I have attained/will attain in cu	urrent academic year a Bachelor's degre	ee or equivalent. (請在適	一一 當方格內加上 "✔" 號。 Please insert	t a "√" in the app	propriate box.)			
(b)	中文科最佳成績 (請於方格內in the box(es).)	填寫等級,如:5,4,3 或 A, B, C 等。) Be s	st Results in Chinese Language Subj	ect (Please specify the grading,	e.g. 5,4,3 or A,	, B, C etc.			
	(i) 香港中學文憑考試 Ho	ong Kong Diploma of Secondary Educati	ion Examination						
	(ii) 香港高級程度會考 Ho	ong Kong Advanced Level Examination							
	(iii) 香港中學會考 Hong Kong Certificate of Education Examination 2006年或以前 Year 2006 or before 2007年或以後 Year 2007 or after								
(c)	(c) 英文科最佳成績 (請於方格內填寫等級,如:5,4,3 或 A, B, C 等。) Best Results in English Language Subject (Please specify the grading, e.g. 5,4,3 or A, B, C etc. in the box(es).)								
	(i) 香港中學文憑考試 Ho	ong Kong Diploma of Secondary Educat	ion Examination						
	(ii) 香港高級程度會考 Hong Kong Advanced Level Examination								
	(iii) 香港中學會考 Hong K 2006年或以前 Year 20 課程甲 Syllabus A	Kong Certificate of Education Examinati 06 or before 課程乙 Syllabus B	on 2007年或以後 Year 200	07 or after					
	課程中 Syllabus A								

ALL LATER SALES TO A SECOND STATE OF THE SECON		- (DZ 170M)							
基本法及香港國安法測試 Basic L	aw and National Security Law	Test (BLNST)							
		曾参加以下任何一項測試,請把方格留空。)							
	(s) below? (Please insert a "✓" in the appr	ropriate box(es). If you have not attended any of the test(s) below, pleas	se leave the box(es) blank.)						
基本法及香港國安法測試 BLNST (a) 基本法及香港國安法測試(學位/專業程度職系)BLNST (Degree/Professional Grades) 是 Yes									
(a) 基本法及香港國安法測試(學位/	/导来住皮喊系/BLNSI (Degree/Fi	rolessional Grades) 定	Yes						
	要求定於完成中學階段程度或以上個	是	Yes						
BLNST (Non-degree/non-profession education level)	nal grades requiring academic qualific	cation at or above completion of secondary							
,									
(c) 基本法及香港國安法測試(學歷到		是 cation below completion of secondary education	Yes						
level)	nai grades requiring academic quanno	cation below completion of secondary education							
,									
綜合招聘考試(只適用於要求綜合									
Common Recruitment Examinatio recruitment advertisement)	on (CRE) (Applicable only to po	sts requiring CRE results for entry – please refe	r to the relevant						
請於適當方格內填上有關科目的最佳成	比结 。								
Please indicate the best result(s) in the rel	*** *	x(es).							
已獲取的最佳成績(例如:二級應填」 Best result(s) obtained (e.g. please fill in									
综合招聘者		綜合招聘考試 等同成績	綜合招聘考試						
CRE	Equivalent Result	CRE Equivalent Result	CRE						
(a) 中文運用 Use of Chinese*	# (b) 英文運用 Use		Antitude Test						
		<u> </u>							
"如你没有綜合招聘考試央义建用試在 日期。	的—級玖一級放績,但曾參加 Interna	ational English Language Testing System (IELTS) 的學術模	:1八測試,請項爲放額和考試						
If you do not obtain Level 2 or Level Language Testing System (IELTS), plea		CRE but have taken the assessment in the Academic Modul	e of the International English						
整體分級/聽解分級/閱讀分級/寫	作分级/英語會話分级 /	/ / / (日/DD) (月/	´MM) (年/YYYY)						
Overall Band/Listening Band/Reading									
		但持有被接納為等同綜合招聘考試成績的其他考試成績							
成績(例如:等同二級成績應填上" 績,可於公務員事務局網頁閱覽(網		關綜合招聘考試的詳細資料,包括可被接納為等同綜合	招聘考試成績的其他考試成						
If you do not obtain Level 2 or Level 1	in the Use of Chinese and/or Use of Eng	glish paper(s) in the CRE but have other examination results as se fill in "2" for equivalent Level 2) and give the relevant do	accepted as equivalent to CRE						
relating to the CRE, including other	examination results accepted as equ	uivalent to CRE results, are available from the Civil S	ervice Bureau Homepage at						
https://www.csb.gov.hk.									
專業資格(如持本港以外的專業資	『格,請夾附有關證書副本)(按獲取專業資格的日期順序列出)							
Professional Qualifications (Please		icates if your professional qualifications are obtained.	ained outside Hong Kong						
(in chronological order) 申請人如未能按招聘廣告內列出的入職	33要求提供所有資料,申請書將不獲	· 雙受理。							
		equested in the recruitment advertisement.							
		已達到/將達到的程度	獲取/將獲取 資格的日期						
持有的專業資格	頒發機構全名	請參閱招聘廣告內列出的人職要求填寫	(日/月/年)						
Professional Qualifications	Full Name of Issuing Authority	Level Attained/to be Attained Please refer to the entry requirements stipulated in the	Date Obtained/ to be Obtained						
		recruitment advertisement when completing this item	(Day/Month/Year)						
		L 供有關部門填寫) ficial use only)	•						
	(01	· · · · · · · · · · · · · · · · · · ·							

截至目前為止的全部就業詳情(包括以前受僱於政府的資料和兼職資料)(按任職的日期順序列出)
Full Employment Record to date (including past government employment and part-time job) (in chronological order)
申請人如未能按招聘廣告內列出的人職要求提供所有資料,<u>申請書將不獲受理</u>。
Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

機構/政府部門名稱	全職 兼職		Pos	職位工作性質		日期(日/月/年) Date (Day/Month/Year) 由 至				
Name of Firm/ Government Department		Part- time	Pos	sition Held	Nature of Work	OI WORK		m	至 To	
									I	
										
					全職工作 年數 Total Full-time Employment		年/Yea	r(s)	個月/Mon	ıth(s)
加加亚式鱼大亚克江獭	Un ind	不 炊!	要款 叩 茶菜	* /]國香港特別行政區基本法》		是 厂] 존		
uphold the Basic Law of the	ever s Hong ong Sp	served Kong secial	in the Gover Special Adm Administrative	nment, have you s inistrative Region of Region of the Peop	寺區政府負責? igned a declaration that you of if the People's Republic of Ch e's Republic of China ("HKSAI	will ina,	Yes	N	0	
(註: 所有中華人民共和國香港特別行政區政府("香港特區政府")的公務員及按非公務員聘用條款聘用的政府僱員均須簽署聲明,擁護《中華人民共和國香港特別行政區基本法》,效忠中華人民共和國香港特別行政區,盡忠職守和對香港特區政府負責。) (Note: All civil servants of the Government of the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR Government") and Government staff appointed on non-civil service terms are required to sign a declaration that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China, be dedicated to their duties and be responsible to the HKSAR Government.)										
如你現時或曾在政府任職,在	政府信	一職期	間曾否有任何 <i>镇</i>	章 反紀律的紀錄?			是 厂] 존		
If you are serving or have ever s	如你現時或曾在政府任職,在政府任職期間曾否有任何違反紀律的紀錄?									
如有,請列明詳情 If yes, please give details										
(註:如申請人曾有違反紀律紀錄,政府不一定因此而不予錄用。) (Note: A record of disciplinary offence is not necessarily a barrier to Government employment.)										
學徒訓練合約(申請人如為學徒,而其學徒訓練合約已在職業訓練局學徒事務署註冊,則須填寫這項。) Contract of Apprenticeship (to be completed by a candidate who is an apprentice under a contract of apprenticeship which has been registered with the Office of the Director of Apprenticeship, Vocational Training Council.)										
合約有效期 Validity P 受訓行業 提供學徒訓練的機構 日期(月/年)Dat										
Type of 7					isation to which Apprenticed	由Fron		(1711	至To	
				I						

	工作(按日期				- 6 -			
Reco	ord of Volunta		ce (in chronological	order) (Optional)			日期(月	
	Name o	機構名 of Organis	台件 sation/Agency		職位 Position Held	-	Date (Mo 由From	nth/Year) 至To
B部	(可選擇是	否填寫	Section B (Op	tional)				
你是	否殘疾人士? Ar	e you a car	ndidate with disability?				是 Yes] 否 No □
	殘疾人士,請註 , please indicate		:質及程度 d degree of disability					
請註	明在參加考試/	/面試時,	是否需要特別的安排	Please specify whe	ther you need special arran	ngement for tak	xing the examination/atte	nding an interview
考試 Exam	nination	是 Yes	否 No □	如需特別考試安	排,請列明有關要求 If ye	es, please specif	ry the arrangement required	d for examination
面試 Interv	view	是 Yes	否 No □	如需特別面試安	F排,請列明有關要求 If y	yes, please spe	cify the arrangement requ	uired for interview
(註: (Note	疾人士。))			如需獲得為殘疾人士而設 her applicants. The Govern			
(Note					candidates with disabilities.		une medical proof of the	in disability ii candidates
C部 (註: (Note	: Please inse application 本人確認符合	ert a "✔" ir n will not b 職位列明♬		indicate that you hav	受此C部所列明之所有條(ve read, understood and acc cted.			ection C. Otherwise, your
			招聘廣告列明所需提交mit the supporting docu		n the recruitment advertises	ment.		
	府錄用的資格 I understand the grade/department	;即使已》 hat if I wi ent any sub	獲政府錄用,亦可遭終 ilfully give any false i	止聘用。 nformation or with mation provided, it	或未有在申請書內所提供 hold any material informa will render me liable to disc	ation in this a	application form, or fail	to notify the recruiting
	些查詢,透露 局/機構/醫 門/院校/機 香港警務處處 指紋以核實我 I consent to the verification of may be require before offer of personnel and departments/insother governments/insother	任何有關語 護人員索耳 構查詢本 長或其代語 的犯罪紀記 the informated for these appointment transfer stitutions/a ent departi- ticulars of	的紀錄及資料(其中包取本人的體格檢查報告人的學歷/語文/專業表把所有關於我的犯罪錄。 ment making any necestation given above. I aure enquiries (including, i ent; obtaining my medicaring of such data argencies regarding my aments/authorities/agencief any and all criminal company and all	在提出聘任前 法、醫事委員會報告 資格和索取有關紀 紀錄及詳情發放子 sary enquiries for thorise all governmenter alla, obtaining cal examination repute other authoritic academic/language/pes for qualifications convictions recorded	k核實上述資料而進行必要可以的一个可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以可以	前僱主索取一 資料送交其他 其他政府部門 機構。就我的 itment by and organisations o ppraisal report s or medical re onnel; and r and obtaining authorize the C vernment depa	份僱主推薦書/工作表當局/機構/醫護人員/當局/機構/醫護人員/當局/機構進行學歷職位申請,我也同意當 employment with the arragencies to release any (s) from my current and ecords from relevant authorating enquiries from relevant records and transcommissioner of Police, artments/authorities/agencies	現評核報告;向有關當 ;以及向有關的政府部 評審)。本人謹此授權 有需要時,可套取我的 Government and for the record or information as /or previous employer(s) horities/agencies/medical n relevant government insferring of such data to or his representative, to cies. I also agree to my
	力資源管理有 I understand an the information	關的事宜 nd accept th n for recr	,例如學歷評審、體格 hat the information give	檢查、僱主推薦及 n above will be prov yment-related and 1	rided to government depart human resource managem	tments and oth	er organisations or agenc	cies authorised to process

<u>簽署</u>Signature

日期Date _

申請書覆函 ACKNOWLEDGEMENT OF APPLICATION

我們收到你的申請書,現正詳加審閱。若我們進一步考慮你的申請, 則會另行發信/電郵與你聯絡。

Your application for employment has been received and is now being studied. If it is decided to consider you further for appointment, another letter/email will be sent to you.

# 经名 Name # Description of the property of th	申詞 Titl	清職位名稱 le of job applied for	(請只填寫一個職位) (Please fill in one job title only)					
Name 地址 Address	申 Can	請人編號 ndidate No.		(只供有關部門填寫)				
Name		Name 地址			(請填上你的姓名和地址) (Please fill in your name and address)			
Name 地址 Address Address Name 地址 Address								
Name 地址 Address Address Name 地址 Address								
	Name 地址			Name 地址	(請填上你的姓名和地址)			

(Please fill in your name and address)

(Please fill in your name and address)