

香港賽馬會音樂及舞蹈信託基金職位申請書
Application Form for Employment with
The Hong Kong Jockey Club Music and Dance Fund

申請人編號
Candidate No.

(只供基金填寫 Official use only)

申請職位名稱 Title of job applied for	
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A 部 Section A

個人資料 Personal Particulars

英文姓名
Name in English
姓氏 Surname _____ 名字 Other names _____

中文姓名
Name in Chinese _____

出生日期
Date of Birth _____ 性別 Sex
男 Male 女 Female
日 DD 月 MM 年 YYYY

香港身分證號碼
Hong Kong Identity Card Number _____

護照/旅行證件號碼
Passport/Travel Document Number _____ 簽發機關 Issuing Authority _____
(本欄供沒有香港身分證的申請人填寫)
(For candidates without Hong Kong Identity Card)

你是否香港特別行政區永久性居民?
Are you a permanent resident of the Hong Kong Special Administrative Region? Yes No

(如對香港特別行政區永久性居民身分有任何疑問，可致電入境事務處居留權查詢熱線 2824 6111。)
(If in doubt, you are advised to make enquiry about your eligibility for the permanent resident status in the Hong Kong Special Administrative Region through the Immigration Department Right of Abode Enquiry Hotline 2824 6111.)

住址
Residential Address _____

地區 District _____
區域/國家 Region/Country _____

通訊地址 (如與上址不同) Correspondence Address
Address _____
(If different from the address given above)

地區 District _____
區域/國家 Region/Country _____

日間聯絡電話/流動電話/傳呼機 Daytime Contact Telephone Number/Mobile Phone/Pager _____ 住所電話 Residential Telephone Number _____

電郵地址 E-mail Address _____

在香港居留時間 (請按日期先後填寫) Length of Residence in Hong Kong (with dates in chronological order)

由 (月/年) From (Month/Year)	至 (月/年) To (Month/Year)	期間 Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____
合計 Total		_____

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

(III) 請提供以下資料 Please provide the following information

(a) 本人已獲取／將於本學年獲取**學士學位**，或同等學歷。

是 Yes

否 No

I have attained/will attain in current academic year a **Bachelor's degree** or equivalent.

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

(b) **中文科最佳成績** (請於方格內填寫等級，如：5,4,3 或 A, B, C 等。)
in the box(es).) **Best Results in Chinese Language Subject** (Please specify the grading, e.g. 5,4,3, or A, B, C etc.

(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination

(ii) 香港高級程度會考 (高級程度／高級補充程度)
Hong Kong Advanced Level Examination (A-level/AS-level)

(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) **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。)
in the box(es).) **Best Results in English Language Subject** (Please specify the grading, e.g. 5,4,3 or A, B, C etc.

(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination

(ii) 香港高級程度會考 (高級程度／高級補充程度)
Hong Kong Advanced Level Examination (A-level/AS-level)

(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

課程甲 Syllabus A

課程乙 Syllabus B

如你未曾參加以上任何一項公開考試，請把方格留空。 If you have not attended any of the above examination(s), please leave the box(es) blank.

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？

是 否
Yes No

If you are serving or have ever served in the Government, do you have any previous record(s) of disciplinary offence whilst in employment with the Government?

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，基金不一定因此而不予錄用。)

(Note : A record of disciplinary offence is not necessarily a barrier to the Fund's employment.)

B 部 (可選擇是否填寫) Section B (Optional)

你是否殘疾人士? Are you a candidate with disability?

是 Yes 否 No

如為殘疾人士，請註明殘疾性質及程度

If yes, please indicate nature and 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 whether you need special arrangement for taking the examination/attending an interview

考試 是 否

Examination Yes No

如需特別考試安排，請列明有關要求 If yes, please specify the arrangement required for examination

面試 是 否

Interview Yes No

如需特別面試安排，請列明有關要求 If yes, please specify the arrangement required for interview

(註：基金在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的聘任相關安排，基金可能要求提交醫生證明其為殘疾人士。)
(Note : Candidates with disabilities are considered on equal terms with other applicants. The Fund may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

C 部 Section C

本人確認符合職位列明所需的人職要求。

I confirm that I meet the stipulated entry requirements for the job selected.

本人現附上／將會提交招聘廣告列明所需提交的證明文件。

I attach herewith/will submit the supporting documents as stipulated in the recruitment advertisement.

本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知基金，可令本人喪失獲基金錄用的資格；即使已獲基金錄用，亦可遭終止聘用。

I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the Fund any subsequent change of information provided, it will render me liable to disqualification for employment by the Fund or termination of employment, if already employed by the Fund.

本人同意基金可就進行與基金招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／工作表現評核報告；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局／機構／醫護人員；以及向有關的政府部門／院校／機構查詢本人的學歷／語文／專業資格和索取有關紀錄，及將有關資料送交其他政府部門／當局／機構進行學歷評審）。

I consent to the Fund making any necessary enquiries for purposes relating to recruitment by and employment with the Fund and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government departments/institutions/agencies regarding my academic/language/professional qualifications and obtaining relevant records and transferring of such data to other government departments/authorities/agencies for qualifications assessment).

本人明白並同意，如有需要，上述資料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，用以進行與基金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。

I understand and accept that the information given above will 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 Fund e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date

簽署 Signature

(請在適當方格內加上“✓”號。)

(Please insert a “✓” in the appropriate box.)

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 will be sent to you.

申請職位名稱
Title of job applied for _____ (請只填寫一個職位)
(Please fill in one job title only)

申請人編號
Candidate No. _____ (只供基金填寫)
(Official use only)

姓名
Name _____ (請填上你的姓名和地址)
(Please fill in your name and address)

地址
Address _____

姓名
Name _____

地址
Address _____

(請填上你的姓名和地址)
(Please fill in your name and address)

姓名
Name _____

地址
Address _____

(請填上你的姓名和地址)
(Please fill in your name and address)