

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

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。

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

- (a) 申請人必須就每一個申請的職位填寫一份申請書 (申請人請留意有關的招聘廣告所註明的申請手續，尤其是所要求填寫的申請書是否 G.F. 340)。
Applicant should complete one application form for each job (Please refer to the relevant recruitment advertisement for details regarding application procedures, in particular whether candidates are required to fill in this application form G.F. 340).
- (b) 請用黑色墨水筆或原子筆，以正楷填寫各項。
Please complete every item in block letters and in black ink.
- (c) 申請人須填妥申請書各項，並提供正確資料。如空位不敷填寫，申請人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) 申請人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。申請人如未能提供所需的所有資料，或所填寫的資料，未能清楚顯示申請人具有有關職位所規定最起碼的學歷、訓練、經驗或其他條件，申請書將不獲受理。
Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
- (e) 申請人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，未獲取錄申請人的資料將於其落選日期後 12 個月全部銷毀。
The personal data provided in this form will be used for recruitment and other employment-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. Information on unsuccessful candidates will normally be destroyed 12 months after rejection of the candidate's application.
- (f) 申請人如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，請隨申請書夾附有關當局所簽發的文憑／證書、成績單及列明有關課程的授課形式（例如全日制、部份時間制、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，申請人在取得上述學歷前，如已獲取其他學歷，也應盡可能提供上述的學歷證明文件副本。請勿附上任何文憑／證書或其他學歷證明文件的正本。
For applicants holding 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 (e.g. full time/part time, on campus/distance learning, etc.) of the study programmes. To facilitate assessment of qualifications, the above documents on the prior qualifications obtained should also be supplied as far as possible. Do not send any originals of diplomas/certificates or other qualification documents.
- (g) 填妥本表格後，你可保留副本一份，作個人參考之用。
You are advised to make a photocopy of the completed application for your own reference.
- (h) 遞交申請書後，本申請書內所提供的資料如有任何更改時，申請人必須通知招聘職系／部門。
You are required to notify the recruiting grade/department if there are any subsequent changes to the information provided 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。向各部門查詢招聘事宜的聯絡詳情，也可於互聯網上的公務員事務局網頁閱覽（網址：<http://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 for enquiries on recruitment matters are also available from the Civil Service Bureau Homepage on the Internet at <http://www.csb.gov.hk>.

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

申請人編號
Candidate No.

1
6
(只供有關部門填寫 Official use only)

申請職位名稱
Title of job applied for ADMINISTRATIVE ASSISTANT

部門
Department EDUCATION DEPARTMENT

A 部 Section A

個人資料 Personal Particulars

英文姓名
Name in English
7
H A K W A I L U N
41
姓氏 Surname 名字 Other names

中文姓名
Name in Chinese
中文姓名電碼
Chinese Name in Code 1115 1323 0243

出生日期
Date of Birth
42 51
2 0 0 5 1 9 7 8
日 DD 月 MM 年 YY
性別
Sex
52 53
男 Male ☒ 女 Female ☐

香港身分證號碼
Hong Kong Identity Card Number
54 56
K 8 1 9 2 4 2 (1)

護照／旅行證件號碼
Passport/Travel Document Number
65 76
簽發機關
Issuing Authority

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?
(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 4055。)
(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 4055.)
77 78
是 Yes ☒ 否 No ☐

住址
Residential Address
79 106
R M 7 0 9 , W A H S E N G H O U S E ,
W A H F U E S T A T E

地區
District
A B E R D E E N
區域／國家
Region/Country
H O N G K O N G

通訊地址
(如與上址不同)
Correspondence Address
(If different from the address given above)
79 106

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 92507714
住所電話
Residential Telephone Number 25516203

電郵地址
E-mail Address summerlun@hotmail.com

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 (日/月/年)
From (Day/Month/Year)

20/05/1978
08/2000

至 (日/月/年)
To (Day/Month/Year)

05/1995
01/2002

期間
Duration

17 years
1.5 years

合計 Total 18.5 years

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

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

Academic Attainment (Please attach copies of transcripts and diplomas if your qualifications are obtained outside Hong Kong.)

Please provide details of academic qualifications obtained/to be obtained (in chronological order)

[illegible]

教育程度 (按接受教育的日期順序列出) Education (in chronological order)

[illegible]

Professional Qualifications (Please attach copies of relevant certificates if your professional qualifications are obtained outside Hong Kong.) (in chronological order)

持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	所達到／將達到的程度 Level Attained/ Level to be Attained	獲取／將獲取資格的日期(日／月／年) Date Obtained/Date to be Obtained (Day/Month/Year)
(此欄只供有關部門填寫) (Official use only)			

Full Employment Record to date (including past government employment and part-time job) (in chronological order)

[illegible]

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.)

受訓行業 Type of Trade	提供學徒訓練的機構 Name of Organisation to which Apprenticed	合約有效期 Validity Period of Contract 日期 (日/月/年) Date (Day/Month/Year)	
		由 From	至 To

義務工作 (按日期順序列出) (可選擇是否填寫) Record of Voluntary Service (in chronological order) (Optional)			
機構名稱 Name of Organisation/Agency	職位 Position Held	日期 (日/月/年) Date (Day/Month/Year)	
		由 From	至 To

B 部 (可選擇是否填寫) Section B (Optional)

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

169 170
是 Yes ☐ 否 No ☒

如為殘疾人士，請註明殘疾性質及程度，以便作出適當的考試／面試安排

If yes, please indicate nature and degree of disability to facilitate arrangement of examination/interview

(註： 政府在遴選時對殘疾人士及其他申請人會一視同仁，如果殘疾人士經確認適合受僱於所申請的職位，則會獲優先考慮錄用，申請人或需提交醫生證明為殘疾人士。)

(Note: Candidates with a disability are considered on equal terms with other applicants and will be given preference for employment if they are found suitable. Candidates may be required to produce medical proof of their disability.)

C 部 Section C

你是否在職政府僱員？ Are you a serving government employee?

171 172
是 Yes ☐ 否 No ☒

如屬在職政府僱員，請說明： 現時職位

If yes, please state: Present job title

現職部門

Present department

D 部 Section D

你曾否經香港或香港以外的法庭判定有罪？

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?

173 174
是 Yes ☐ 否 No ☒

如經判定有罪，請列明詳情

If yes, please give details

你在政府任職期間，曾否有任何違反紀律的紀錄？

Do you have any previous record(s) of disciplinary offence whilst in employment with the Government?

175 176
是 Yes ☐ 否 No ☒

如有，請列明詳情

If yes, please give details

(註： 如申請人曾犯刑事案或有違反紀律紀錄，政府不一定因此而不予錄用。)

(Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to Government employment.)

E 部 Section E

本人明白倘若故意虛報資料或隱瞞重要事實，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭解僱。

I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by the Government or to dismissal, if already employed by the Government.

本人同意政府可就進行與政府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；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；以及向有關院校／機構查詢本人的學歷／專業資格和索取有關紀錄，及將有關資料送交其他當局／機構進行學歷評審)。

I consent to the Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government 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 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 institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other 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。

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 Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date 11/01/2002

簽署 Signature

(此欄只供有關部門填寫)
(Official use only)

(請在適當方格內加上“✓”號)
(Please “✓” 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 Administrative Assistant (請只填寫一個職位)
(Please fill in one job title only)

申請人編號
Candidate No. _____ (只供有關部門填寫)
(Official use only)

姓名
Name Ha Kwai Lun Alan (請填上你的姓名和地址)
(Please fill in your name and address)

地址
Address RM 709, Wah Sang House, □
Wah Fu Estate, Aberdeen □
H.K. □

姓名
Name Ha Kwai Lun Alan

地址
Address RM 709, Wah Sang House, □
Wah Fu Estate, Aberdeen □
H.K. □

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

姓名
Name Ha Kwai Lun Alan

地址
Address RM 709, Wah Sang House, □
Wah Fu Estate, Aberdeen □
H.K. □

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