



ISF 弘立

APPLICATION FORM FOR ADMINISTRATION POST

行政職位申請表

Position Applied 申請職位		Reference No. 職位編號		PHOTO 相片 (Optional) (可選擇貼上)
Expected Salary 期望薪金		Date Available 可到職日期		
PERSONAL PARTICULARS 個人資料				
Name in Chinese 中文姓名				
Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字		
Date of Birth 出生日期	DD / MM / YY (日 / 月 / 年)	Marital Status (optional) 婚姻狀況 (可選擇填寫)		
Home Telephone No. 住宅電話		Mobile No. 流動電話		
E-mail 電郵地址				
Residential Address 地址				

EDUCATION (in chronological order) 學歷(按獲取資格先後順序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name of School / College / Institute / University Attended 曾就讀學院名稱	Qualification Attained (Specify Subjects) 所獲資格(請列明所修科目)	Graduated 已畢業 (Yes/No)

PROFESSIONAL QUALIFICATIONS (in chronological order) 專業資格(按獲取資格先後順序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Certificate, Diploma & Membership of Professional Institutions 證書、文憑及專業會員資格	Issuing Authority 頒發機構

WORK EXPERIENCE (in chronological order) 工作經驗 (按任職先後順序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name Organization 機構名稱	Position 職位	Monthly Salary 月薪	Brief Description of Duties 工作概要

(For part-time appointment, please specify 如屬兼職，請註明)

REFEREES 諮詢人 (Has to be your current or previous direct supervisor 必須是你的現任或前任直屬上司)

Name 姓名	Telephone No. 電話	Email Address 電郵地址	Company 公司	Position 職位	Relationship 關係

PERSONAL INFORMATION COLLECT STATEMENT 收集個人資料聲明

<p>1. The personal data collected in this application form will be used by The Independent Schools Foundation Academy (“The ISF Academy”) for recruitment proposes. 此表格收集之個人資料只用作弘立書院之招聘用途。</p> <p>2. All information given in this form will be treated in strict confidence. 所有申請資料絕對保密。</p> <p>3. All the unsuccessful applications will be disposed of as soon as practicable and not later than one year after completion of the relevant recruitment exercises. 落選者的申請表會於招聘過程完成後一年內盡快銷毀。</p> <p>4. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and/or correction of your personal data in relation to your application, if you wish to do so, please contact the Human Resource Office, Email address: hro@isf.edu.hk 根據個人私人條例，你有權要求查閱及更改所填報的個人資料，如你希望行駛這權利，請與人力資源處聯絡，電郵地址：hro@isf.edu.hk</p>

DECLARATION 聲明

<p>1. I declare that all information given is true and accurate to the best of my knowledge. I understand that if I willfully give any false information or withhold any material information, my application with The ISF Academy will not be considered and I will face criminal prosecution. In the event that I was appointed by The ISF Academy, I shall render myself liable to immediate termination with the service of The ISF Academy. 本人謹聲明所有提供之資料全部正確無誤。本人明白如若故意虛報資料或隱瞞事實，本人的申請將不獲考慮並遭到刑事檢控；如本人已獲弘立書院錄用，弘立書院亦可即時終止本人之僱傭合約。</p> <p>2. Do you have any criminal records in Hong Kong or elsewhere? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 你在香港或其它地方有沒有犯罪記錄？ If yes, please specify the details. 如有，請提供詳情。 _____</p> <p>3. Are there any reasons why you should not be working with children? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 是否有任何原因導致你不能從事與孩童有接觸的工作？ If yes, please specify the details. 如有，請提供詳情。 _____</p> <p>4. Are you legally permitted to work in Hong Kong? 你能否合法在香港從事任何僱傭工作？ <input type="checkbox"/> Yes, I have the right of abode in Hong Kong 能夠，本人擁有香港居留權。 <input type="checkbox"/> Yes, I am on a dependent visa and authorized to work in Hong Kong 能夠，我持有受養人簽證並有權從事任何僱傭工作。 <input type="checkbox"/> No, I need my employer to sponsor me for a work visa 不能夠，僱主需要提供工作簽證申請。</p> <p>5. Do you have any friends or relatives working in The ISF Academy? 是否有親友正在弘立書院工作？ <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 If yes, please specify the details. 如有，請提供詳情。 _____</p>
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Signature 簽署 _____

Date 日期 _____