



香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY
EMPLOYMENT APPLICATION FORM 職位申請表

(Administrative/Executive/Professional, Research & General Staff Grades)
 (行政/執行/專業人員、研究員及一般員工職位適用)

PR Ref. No. 空缺編號	Post Applied for 申請職位	Department/Office 學系/部門	Date Available 可履任日期
PR _ _ _ / _ _ - _ _			

Ia. PERSONAL PARTICULARS 個人資料

Surname 英文姓氏 <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss 博士 先生 太太 女士 小姐	Other Name 英文名字	Name in Chinese 中文姓名
Correspondence Address 通訊地址	Off. Tel. 辦公室電話	
	Res. Tel. 住宅電話	
	*Mobile Phone/Pager No. *手提電話/傳呼號碼	
E-mail Address 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		

Ib. FOR OVERSEAS APPLICANTS ONLY 海外申請者填寫

a. If you are currently in Hong Kong, what kind of visa have you obtained from the Hong Kong Government: 如你在香港，所獲香港政府簽發的簽證為：	<input type="checkbox"/> Employment Visa 工作簽證 <input type="checkbox"/> Dependant Visa 家屬簽證 <input type="checkbox"/> Others 其他 _____
b. Visa Reference 簽證編號： _____	
c. Visa Expiry Date 簽證到期日： _____	

II. EDUCATION AND ACADEMIC QUALIFICATIONS / VOCATIONAL / PRACTICAL TRAINING

學歷 / 職業 / 專門技能訓練

Dates日期 (D/M/Y)(日/月/年)		Schools, Colleges, Universities Attended/Attending 曾/現就讀之學校、學院及大學	Classes Attended 就讀班級	Abbreviation e.g. BA, MA	Cert./Dip./Degree Obtained 所得證書/文憑/學位	Date Awarded 頒授日期 (D/M/Y) (日/月/年)
From 由	To 至					
Results of		Grade 等級		Grade 等級		
*HKCEE / HKDSE		1. _____	()	5. _____	()	
香港*中學會考/ 中學文憑考試成績		2. _____	()	6. _____	()	
		3. _____	()	7. _____	()	
		4. _____	()	8. _____	()	
Results of		Grade 等級		Grade 等級		
* HKAL / HKHL		1. _____	()	5. _____	()	
香港*高級/高等程度 考試成績		2. _____	()	6. _____	()	
		3. _____	()	7. _____	()	
		4. _____	()	8. _____	()	

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

Means of Attaining
X: By Examination
E: By Election
S: By Subscription

Association/ Professional Institution 學會/專業機構	Title Abb. e.g. FHKSA, MHKIE	Professional Title 專業名銜	Level Attained, if applicable 認可程度/資格	↓	Date Conferred 頒授日期 (D/M/Y) (日/月/年)

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)

VII. RELATIONSHIP WITH HONG KONG BAPTIST UNIVERSITY 與香港浸會大學的關係

Have you ever worked in Hong Kong Baptist University? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否 你曾否在香港浸會大學工作?			
If yes, please fill in Dept./Office 學系/部門 _____ 若有, 請填 Position 職位 _____ Period of Service 服務期 From 由: _____ To 至: _____			
Are you closely related to any staff of HKBU (e.g. relative, close friend, former colleague, etc.)? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否 你是否與任何現職於香港浸會大學之僱員有緊密關係 (例如: 親屬、好朋友、前工作同事等)?			
If yes, please state their names, positions and relationships to you: 如與大學僱員有緊密關係, 請列明其姓名、職位、部門及與申請者之關係:			
Name 姓名	Position 職位	Department 部門	Relationship 與申請者關係

VIII. REFERENCES 諮詢人資料

a. Name and address of your present employer (if presently self-employed or unemployed, give those of your last employer): 現職僱主名稱及地址 (如現時是自僱或未有任職則請填最近之僱主):
<p>HONG KONG BAPTIST UNIVERSITY would not approach your present employer initially without your permission. However, reference WILL BE SOUGHT once it has been decided that, subject to this reference, the appointment will be offered to you. Please state whether or not we may seek this reference NOW: *Yes/No 香港浸會大學未經你同意前不會向現任僱主作任何諮詢, 但一經決定聘請便需諮詢才獲錄用。請說明在現階段可否諮詢你的僱主: *可/否</p>
b. Name and address of one referee (preferably your former supervisor/teacher) who can comment on your academic/professional suitability for the post. 請填寫一位人士 (最好為你以前的上司或老師) 供大學就你的學歷/專業經驗向其作出諮詢。
Name 姓名 _____ Position 職位 _____
Organisation 機構 _____
Address 地址 _____
E-mail 電郵地址 _____ Tel. 電話 _____

IX. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Hong Kong Baptist University to contact my personal referees as provided above to comment on my suitability for the post applied for. I understand that my application together with all materials I provided will be destroyed after the recruitment exercise when no longer required. I *wish/do not wish to have this application passed to other departments/offices of the University for consideration of similar positions. 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會導致本人被即時解僱。本人同意香港浸會大學向上述人士諮詢有關本人之學歷/專業經驗作為此次申請之參考。 本人明白此申請表格及所附文件將隨招聘工作完畢後予以銷毀。本人*同意/不同意香港浸會大學將此申請表格送往本校其他學系/部門, 作考慮類似的職位空缺招聘之用。
Date 日期 _____ Signature 簽名 _____

* Please delete as inappropriate 請刪除不適用者