



香港浸會大學 HONG KONG BAPTIST UNIVERSITY

EMPLOYMENT APPLICATION FORM 職位申請表

(General Staff Grade)
(一般員工職位適用)

Post and Department Applied for 申請職位及部門	Date Available 可上班日期
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I. PERSONAL PARTICULARS 個人資料

Surname 英文姓氏	Other Name 英文名字	Name in Chinese 中文姓名
Correspondence Address 通訊地址		*Mobile Phone (手提電話)
		*E-mail Address (電郵地址)
Do you require a work permit to work in Hong Kong? 您需要工作許可證才能在香港工作嗎?		
<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		

II. EDUCATION / PROFESSIONAL QUALIFICATIONS (學歷/專業資格)

Dates 日期 (D/M/Y)(日/月/年)		Schools, Colleges, Universities Attended/Attending / Professional Title 曾/現就讀之學校、學院及大學 / 專業名銜	Cert./Dip. /Degree Obtained / Level Attained, if applicable 所得證書/文憑/學位/認可程度/資格	Date Awarded 頒授日期 (D/M/Y)(日/月/年)
From 由	To 至			

III. WORK EXPERIENCE 工作經驗 (Latest experience first 先列最近者)

Dates 日期 (D/M/Y)(日/月/年)		Organisation/Employer 服務機構/僱主	Position Held 職位	Nature of Work/Duties 工作性質/職責
From 由	To 至			

IV. DETAILS OF PRESENT/LAST EMPLOYMENT 現職/近職資料

<input type="checkbox"/> Present/Last Basic Monthly Salary *現職/近職之每月基本薪金：HK\$	
<input type="checkbox"/> Other Allowances/Bonus/Benefits *其他津貼/花紅/福利：HK\$	
<input type="checkbox"/> Retirement Benefits 退休福利：_____ %	
<input type="checkbox"/> Expected Monthly Salary 要求每月薪金：HK\$	
How do you know the vacancy? 你如何得知這個職位空缺?	
<input type="checkbox"/> HKBU Website 香港浸會大學網站	<input type="checkbox"/> Job Advertisement 招聘廣告
<input type="checkbox"/> Referral 推薦人：	<input type="checkbox"/> Others 其他：

V. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I understand that my application together with all materials I provided will be destroyed 6 months 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。

本人明白此申請表格及所附文件將隨招聘工作完畢6個月後予以銷毀。

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： _____