

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。招聘職系／部門可能要求申請人就特定項目提供詳細資料，以支持申請個別職位。申請人必須參閱招聘廣告內列出的有關要求填寫本申請書。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備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. You should particularly note that recruiting grades/departments may require you to provide specific details to support your application for individual vacancies. You should refer to the recruitment advertisement for such requirements in filling in this form. 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、兼讀制、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，申請人在取得上述的學歷前，如已獲取其他學歷，亦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) 提交申請書後，本申請書內所提供的資料 (包括香港特別行政區永久性居民的身分) 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, including the permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (i) 提交申請書後，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，亦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.

(只供有關部門填寫 Official use only)

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

個人資料 Personal Particulars

英文姓名 41
Name in English
7 姓氏 Surname 名字 Other names

中文姓名 _____ 中文姓名電碼 _____
Name in Chinese Chinese Name in Code

出生日期 51 性別 男 52 女 53
Date of Birth Sex Male Female
42 日 DD 月 MM 年 YYYY

香港身分證號碼 54 56
Hong Kong Identity Card Number ()

護照／旅行證件號碼 65 76 簽發機關
Passport/Travel Document Number 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？ 77 是 78
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 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.)

住址 79 106
Residential Address

地區
District
 區域／國家
Region/Country

通訊地址 79 106
(如與上址不同)
Correspondence 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 住所電話
Daytime Contact Telephone Number/Mobile Phone/Pager 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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
合計 Total		<hr/>

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

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

學歷 (如持本港以外的學歷，請夾附成績單及文憑副本。)

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

(I) 公開考試成績 (按考試日期順序列出) Public Examination Results (in chronological order)

請詳細列出已獲取的公開考試成績。申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。
Please provide details of the public examination results obtained. Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

頒發機構 (例如：香港考試及評核局) Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (月／年) Date Issued (Month/Year)	公開考試 (例如：香港中學會考) Public Examination (e.g. Hong Kong Certificate of Education Examination)	及格科目及成績* (例如：中國語文 (E)、英國語文 (課程乙) (C)) 請參閱招聘廣告內列出的入職要求填寫 Subjects Passed and Level Attained* (e.g. Chin Lang (E), Eng Lang (Syl. B)(C)) Please refer to the entry requirements stipulated in the recruitment advertisement when completing this item

* 申請人在填寫香港高級程度會考成績時，請列明及格科目為高級程度或高級補充程度。
Please specify whether the subjects passed in the Hong Kong Advanced Level Examination, if any, are of Advanced Level or Advanced Supplementary Level.

(II) 就學詳情 (按就讀日期順序列出) Education (in chronological order)

申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。
Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

曾經／現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	就讀的班級／課程及已獲取／將獲取的學歷 (例如：中一至中七；榮譽文學士－ 二級榮譽甲等 (主修：地理、副修：歷史)) 請參閱招聘廣告內列出的入職要求填寫 Class/Program Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1-7; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History)) Please refer to the entry requirements stipulated in the recruitment advertisement when completing this item	上課方式 (例如：當地院校全日／ 兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	就讀日期 (月／年) Date (Month/Year)	
			由 From	至 To

(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。
I have attained/will attain in current academic year a **Bachelor's degree** or equivalent. 是 Yes 171 否 No 172
(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：A, B, C 等) **Best Results in Chinese Language Subject** (please specify the grading, e.g. A, B, C, etc. in the box(es))
- (i) 香港中學會考
Hong Kong Certificate of Education Examination 173
 - (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) 174
- (c) 英文科最佳成績 (請於方格內填寫等級，如：A, B, C 等) **Best Results in English Language Subject** (please specify the grading, e.g. A, B, C, etc. in the box(es))
- (i) 香港中學會考 (英國語文 (課程乙))
Hong Kong Certificate of Education Examination (English Language (Syllabus B)) 175
 - (ii) 香港中學會考 (英國語文 (課程甲))
Hong Kong Certificate of Education Examination (English Language (Syllabus A)) 176
 - (iii) 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) 177

* 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.

學徒訓練合約 (申請人如為學徒，而其學徒訓練合約已在職業訓練局學徒事務署註冊，則須填寫這項。)
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 (月/年) Date (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 (月/年) Date (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?

是 208 否 209
 Yes 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 Examination 是 210 否 211
 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 Interview 是 212 否 213
 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： 政府在遴選時對殘疾人士及其他申請人會一視同仁，如殘疾人士經確認適合受僱於所申請的職位，則會獲適度的優先錄用機會。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 an appropriate degree of preference for employment if they are found suitable. Candidates may be required to produce medical proof of their disability.)

C 部 Section C

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招聘部門，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 recruiting department/grade any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, 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/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 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/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 _____

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

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

姓名 _____ (請填上你的姓名和地址)
Name _____ (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)