



THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

香 港 科 技 大 學

APPLICATION FORM FOR EXECUTIVE, CLERICAL, SECRETARIAL,
TECHNICAL, RESEARCH AND TEACHING SUPPORT POSITIONS

行政、文書、秘書、技術員、研究員及助教職位申請表

NOTES:

1. Please type or print clearly when completing this form.
2. You may request for correction of personal data in writing to the Human Resources Office after submission of this application.
3. The information provided will be used for appointment to the University and other employment-related purposes.
4. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

備註：

1. 請以正楷填寫申請表格。
2. 遞交申請表格後，如欲更改填報資料，請以書面通知本校人力資源處。
3. 申請人所提供的資料，將用於招聘大學僱員及其他與聘用有關的事宜上。
4. 招聘程序完成後，未獲取錄申請人的資料如已毋須保留，將全部銷毀。

Post Applied for

申請職位 _____

Department/Office

部門 _____

A. Personal Particulars 個人資料

Surname 姓氏 *Mr./Mrs./Ms./Miss *先生/太太/女士/小姐		Given Names (in full) 名字		Name in Chinese 中文姓名 (if applicable)	
Date of Birth 出生日期		* Hong Kong Identity Card Number (if appropriate) / Passport No. * 香港身份證號碼 (如適用者) / 護照號碼		Nationality (as shown on passport) 國籍	
Correspondence Address 通訊地址					
Residential Address (if different from the above address) 住址 (如與上址不同)					
Tel Number 電話號碼	Residence 住所	Office 辦事處	Mobile Phone 流動電話	Fax No. 傳真號碼	E-mail Address 電郵地址

B. Education & Training (in chronological order) 教育及訓練 (請順序列出)

Dates (month/year) 就讀日期 (月/年)		Institution of Learning/Training 就讀學校/訓練機構	Classes attended/attending 就讀班級
From 由	To 至		

C. Academic Attainments/Professional Qualifications (in chronological order) 學歷／專業資格 (請順序列出)

Year 年份	Qualifications (e.g. HK Certificate of Education) 參與之公開考試 (如中學會考等)	Subjects passed and level attained i.e. Grade, Pass, Credit, Class, Division, etc. (考獲的科目及成績, 例如: 等級、及格、良好等)

D. Working Experience (in chronological order) 工作經驗 (請順序列出)

Dates (month/year) 日期 (月/年)		Name of Employing Institution 工作機構名稱	Position Held (if part-time, pls specify) 職位 (如屬兼職性質, 請註明)	Nature of Work/Duties 工作性質/ 職責
From 由	To 至			

E. References 諮詢人資料

Two referees (including your present employer or the most recent employer if you are currently unemployed) who are able to comment on your suitability for the post applied.

兩位諮詢人 (須包括申請人現時之僱主, 如非在職, 須填寫前僱主之資料) 須對申請人是否勝任應徵職位作出評議。

Name 姓名	Position and Employing Institution 職銜及工作機構名稱	Contact Address 地址	Tel. No. 電話號碼 E-mail Address 電郵地址

The University *may/may not approach my present employer for a reference without my prior consent.

大學* 可以/不可以未經本人同意, 向本人現時之僱主諮詢。

F. Earliest date available if appointed: 如獲聘用, 最早可上任日期 _____

G. Present / Last Salary: 現時或近職薪酬 _____

H. Declaration 聲明

I understand that if I give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of The Hong Kong University of Science and Technology.

本人明白倘若虛報資料或隱瞞重要事實, 即使已獲香港科技大學錄用, 亦可遭終止聘用。

Date 日期 _____

Signature 簽署 _____

* Please delete whichever is not applicable 請刪去不適用者