

《國際高級人力資源管理師》培訓報名表

IPMA-Certified Professional Application Form

1. 申請人資料 APPLICANT INFORMATION

中文姓名 Chinese Name		外文姓名 English Name		性別 Sex	
國籍 Nationality		身份證號碼 ID No.		出生日期 Date of Birth DD MM YY	
現居住地 Address					
機構名稱 Company Name			工作職稱 Position Title		

聯繫方式 Contact

電話號碼 Contact Tel. No.		手機 Mobile	
傳真 Fax		E-mail	

教育背景 Educational Background

學歷教育 Education	畢業學校 School of Graduated		專業 Major	
	畢業時間 Year of Graduated		所獲學位 Cert. / Degree Obtained	
在職教育 Continuing Education	學院 Institute		日期 Date DD MM YY	
	證書名稱 Course Name			
	課程名稱 Course Name			

以往工作履歷 Employment History

單位 Employer		職務/職稱 Job Title		日期 Completion Date	
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2. 資格要求 ELIGIBILITY REQUIREMENTS

1. 您必須符合下列教育及工作經歷中的一項，才有資格參加認證考試。請選出符合您教育及工作經歷的條款：
Applicants must meet one of the following minimum education level and experience qualifications, please tick the appropriate box for your level of education and experience:

☐ 擁有管理員工至少五年經驗之職場經理。

Managers who have been managing staff at least 5 years experience.

☐ 擁有大學學歷或相關人力資源管理文憑，及兩年相關工作經驗之職場經理。

Bachelor Degree or HR Diploma, and with 2 years related working experience.

2. 請您以書面形式對人力資源管理技能進行表述，提交《人力資源管理技能自述》。以文字形式對以下領域中選擇其中三個具有熟練操作經驗或其中四個具有專家水準進行描述*，總篇幅為兩千字以上。申請者有在職公司推薦信或贊助可免除提交《人力資源管理技能自述》。

To be certified as an IPMA Certified Professional, applicants are required to complete the **Proficiency Report** at 2000 words or above on the areas of the * human resources functions at the following requirement: Three key technical skill areas or Four very specialized levels. Exemption of writing the Proficiency Report is given to those are sponsored or recommended by the working company.

領域範圍 Studies Range

- | | |
|-----------------|---|
| (1) 員工關係 | Employee Relationship |
| (2) 勞工關係 | Labor Relationship |
| (3) 薪酬管理 | Salary Administration |
| (4) 福利管理 | Compensation & Benefit |
| (5) 招聘與錄用 | Recruitment and Hiring |
| (6) 組織建設與人力資源規劃 | Organization design and Human Resources Development |
| (7) 績效管理 | Job Efficiency Management |
| (8) 培訓與人員開發 | Training and Staff Development |

*“熟練操作”為具有工作實務經驗並曾處理及操作有關個案。“專家水準”指對這方面有一定學術知識並曾參與有關工作之決策。

“Key technical skill” demonstrates the ‘mastery’ ability on the know-how experience you are possessed. “Very specialized levels” demonstrates the ‘journey’ level performance that you performed in the related areas.

3. 專業組織成員及所獲獎勵 PROFESSIONAL MEMBERSHIPS/AWARDS

請列出您所在的專業組織的名稱和所擔任的職務 Please list membership in HR management/professional organizations and leadership positions held
請列出獲得的專業表彰或獎勵 Please list obtained professional qualifications or awards

4. 專業證書 PROFESSIONAL CERTIFICATIONS HELD

(請列出您在其他人力資源機構或管理組織獲得的專業證書)		
Please list professional certifications received from other human resources or management organizations. Please note whether your certification is still current.		
證書名稱 Certification	獲得日期 Date Awarded	是否通用 Current?
_____	_____	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
_____	_____	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
_____	_____	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>

5. 論著 PUBLICATIONS

請列出您所發表的有關人力資源或管理的文章、專著、論文或書籍的名稱 Please list any articles, monographs, papers, or books you have published on human resource or management topics.

6. 聲明 DECLARATION

本人聲明，此申請表中所填資訊完全屬實，我允許「澳門人力資源協會」委員會對申請表內所填資訊進行查證。如果申請表中所填資訊不屬實，「澳門人力資源協會」有權拒絕我的申請。

I declare that all of the information contained on this form is accurate. I give the Macao Human Resources Association Committee Council permission to verify the information contained in this application. I understand that if any of the information contained in this application is false, that MHRA has the right to reject my application.

本人有在職公司推薦信或贊助可免除提交《人力資源管理技能自述》。 ☐是 ☐否

My company will sponsor me for this certification fee ☐yes ☐no

簽名 Signature : _____

日期 Date : _____

「澳門人力資源協會」專用 MHRA use only

《人力資源管理技能自述 The Proficiency Report》

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