

香港特別行政區政府
政務主任／二級行政主任／二級助理貿易主任／二級運輸主任職位申請書
Application Form for Employment with the Government of the Hong Kong Special Administrative Region
as an Administrative Officer / Executive Officer II / Assistant Trade Officer II / Transport Officer II

在填寫本申請書前請先細閱「申請人須知」及相關的招聘廣告。

Please read the "Notes for Applicants" and the related recruitment advertisement before completing this application form.

申請人編號

Candidate No.

(只供有關部門填寫 Official use only)

請在申請的職位方格內加上“✓”號。**請注意：**申請人無論申請一個或多個職位，都只須遞交**一份申請書**。

Please insert a “✓” in the appropriate box of the post(s) under application. **Attention:** Regardless of the number of posts applied for, please submit **ONE application** only.

(1) 政務主任 Administrative Officer <input type="checkbox"/>	(2) 二級行政主任 Executive Officer II <input type="checkbox"/>
(3) 二級助理貿易主任 Assistant Trade Officer II <input type="checkbox"/>	(4) 二級運輸主任 Transport Officer II <input type="checkbox"/>

A部 Section A

(I) 個人資料 Personal Particulars (請根據你的香港身分證或護照／旅行證件資料填寫 As per your Hong Kong Identity Card or Passport/Travel Document)

英文姓名 Name in English	姓氏 Surname	名字 Other Names	
中文姓名 Name in Chinese	中文姓名電碼 Chinese Name in Code		
出生日期 Date of Birth	出生地點 Place of Birth		
	日 DD	月 MM	年 YYYY
香港身分證號碼 Hong Kong Identity Card Number	()		性別 Sex
			男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/>
護照／旅行證件號碼 Passport/Travel Document Number	簽發機關 Issuing Authority		

(本欄供沒有香港身分證的申請人填寫 For applicants without Hong Kong Identity Card)

你是否香港特別行政區永久性居民？

Are you a permanent resident of the Hong Kong Special Administrative Region (HKSAR)?

是
Yes

否
No

(申請人於獲聘時，必須已成為香港特別行政區永久性居民。如對你的永久性居民身分有任何疑問，可致電入境事務處查詢熱線2824 6111。)

(An applicant must be a permanent resident of the HKSAR at the time of appointment. If in doubt about your eligibility for the permanent resident status, you are advised to make enquiry through the Immigration Department Enquiry Hotline 2824 6111.)

在香港的總居留時間

Total duration of residence in Hong Kong

年
Years

月
Months

住址

Residential Address

地區

District

區域／國家

Region/Country

通訊地址 (如與上址不同)

Correspondence Address

(If different from the address given above)

地區

District

區域／國家

Region/Country

(a) 現時在香港居住的申請人，請填上你的住址所屬地區代號 (請參閱下表)。

For applicants who are now residing in Hong Kong, please fill in the District Code (see table below) of your residential address.

(b) 如申請人現時於香港以外地區居住／就讀，但希望於2013年12月7日在香港應考招聘考試，請填上你逗留香港期間的地址所屬地區代號 (請參閱下表)。

For applicants currently residing / studying outside Hong Kong but wishing to sit for the recruitment examination to be held on 7 December 2013 in Hong Kong, please indicate the District Code (see table below) of your address during your stay in Hong Kong.

地區代號 District Code

- | | | | |
|-----------------|----------------------|---------------------|--|
| A. 屯門 Tuen Mun | F. 葵青 Kwai Tsing | K. 黃大仙 Wong Tai Sin | P. 中西區 Central & Western |
| B. 元朗 Yuen Long | G. 荃灣 Tsuen Wan | L. 觀塘 Kwun Tong | Q. 南區 Southern |
| C. 北區 North | H. 深水埗 Sham Shui Po | M. 西貢 Sai Kung | R. 大嶼山 Lantau Island |
| D. 大埔 Tai Po | I. 油尖旺 Yau Tsim Mong | N. 東區 Eastern | S. 離島 (不包括大嶼山) Islands (excluding Lantau Island) |
| E. 沙田 Sha Tin | J. 九龍城 Kowloon City | O. 灣仔 Wan Chai | |

(c) 如申請人希望選擇於2013年12月7日在香港以外的試場應考招聘考試，請填寫 **B 部**。

For applicants who wish to choose a non-local centre to sit for the recruitment examination to be held on 7 December 2013, please fill in **Section B**.

日間聯絡電話／流動電話／傳呼機號碼

Daytime Contact Telephone/Mobile Phone/Pager Number

住所電話號碼

Residential Telephone Number

電郵地址

E-mail Address

(請以英文正楷填寫電郵地址以便將資料輸入電腦。 Please fill in the email address in **BLOCK LETTERS** to facilitate computerisation.)

(請在適當方格內加上“✓”號)

(Please insert a “✓” in the appropriate box.)

CSB 606 (Rev. 9/2013)

我們是提供平等就業機會的僱主

We are an EQUAL OPPORTUNITIES EMPLOYER

「請轉下頁」 P.T.O.

(2) 學歷 (如持有本港以外的學歷, 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.)

(a) 已獲取學士學位, 或同等學歷 Having obtained a Bachelor's Degree, or equivalent

本人已於

I have obtained my first degree in

獲取第一個學位, 而頒授學府為:

and the awarding institution was:

* 學府的編號 (見下表)
Code for degree awarding institution (See Code Table below)

而本人已獲取的學士學位榮譽等級為:

And the class of honours of Bachelor's degree I attained is:

學士學位榮譽等級編號 Code of the Class of Honours of Bachelor's degree

1: 一級榮譽 First Class 2: 二級榮譽 Second Class
3: 三級榮譽 Third Class 4: 其他 Others

(如已獲取多於一個學士學位, 請填寫所獲取的最高榮譽等級。)

If you have attained more than one degrees, please fill in the highest class of honours obtained.)

(b) 本人現正修讀學士學位課程, 並將於 2013/14 學年獲取學士學位, 或同等學歷, 而頒授學府為:

I am currently pursuing a degree programme, with a view to obtaining a Bachelor's degree or equivalent in 2013/14 academic year, and the awarding institution will be:

* 學府的編號 (見下表)
Code for degree awarding institution (See Code Table below)

(c) 本人已獲取碩士/博士學位, 或同等學歷, 而頒授學府為:

I have obtained a Master's/Doctoral degree or equivalent, and the awarding institution was:

(d) 本人將於 2013/14 學年獲取碩士/博士學位, 或同等學歷, 而頒授學府為:

I will attain in 2013/14 academic year a Master's/Doctoral degree or equivalent, and the awarding institution will be:

請填上你已獲取/將獲取最高學歷的學科編號:

Please fill in the code for the discipline of the highest academic qualification you have attained/will attain:

A. 文學 Arts

B. 工商管理 Business Administration

C. 電腦及科技 Computer and Technology

D. 教育 Education

E. 工程 Engineering

F. 法律 Laws

G. 醫藥及輔助醫療 Medicine and Paramedical

H. 科學及應用科學 Science and Applied Science

I. 社會科學 Social Sciences

J. 建築 Architecture

K. 其他 Others

* 頒授學府的編號 Code for the degree awarding institution

香港學府 Institutions in Hong Kong

01. 香港城市大學 City University of Hong Kong

02. 香港浸會大學 Hong Kong Baptist University

03. 嶺南大學 Lingnan University

04. 香港中文大學 The Chinese University of Hong Kong

05. 香港教育學院 The Hong Kong Institute of Education

06. 香港理工大學 The Hong Kong Polytechnic University

07. 香港科技大學 The Hong Kong University of Science and Technology

08. 香港大學 The University of Hong Kong

09. 香港公開大學 The Open University of Hong Kong

10. 香港樹仁大學 Hong Kong Shue Yan University

11. 珠海學院 Chu Hai College of Higher Education

12. 恒生管理學院 Hang Seng Management College

13. 東華學院 Tung Wah College

14. 明愛專上學院 Caritas Institute of Higher Education

15. 香港演藝學院 Hong Kong Academy for Performing Arts

16. 明德學院 Centennial College

30. 香港其他學府 Other institutions in Hong Kong

香港以外學府所在國家/地區

Countries / Regions of non-local institutions

31. 澳洲 Australia

32. 加拿大 Canada

33. 中國內地 Mainland China

34. 紐西蘭 New Zealand

35. 台灣 Taiwan

36. 英國 UK

37. 美國 USA

40. 其他 Others

(3) 就學詳情 (按就讀日期順序列出, 並請包括中國內地/海外交換生計劃)

Education (in chronological order, including exchange programme(s) in Mainland China/overseas)

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/現正就讀的中學、學院、大學 Secondary 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) Class/Programmes Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1-7; Bachelor of Arts (Honours) – Second Class Div I)	如屬學士學位或以上學歷, 請 註明主修/副修課程 (例如: 主修: 地理; 副修: 歷史) For bachelor's degree or above qualification, please specify the Major/Minor Subjects (e.g. Major: Geography, Minor: History)	上課方式 (例如: 全日制/ 兼讀制、在當地院校授課/ 遙距授課、交換生計劃等) Mode of Attendance (e.g. Full-time/Part-time, on Campus/Distance Learning, Exchange Programme, etc.)	就讀日期 (月/年) Date (Month/Year)	
				由 (例如: 09/2010) From (e.g. 09/2010)	至 (例如: 08/2013) To (e.g. 08/2013)

(4) **公開考試成績及專業資格 (按考試／獲取專業資格的日期順序列出)** Public Examination Results and Professional Qualifications (**in chronological order**)
 請詳細列出已獲取的公開考試成績及專業資格。在同一年度內，如申請人在一項公開考試中曾報考多個科目，請將所有科目及相關成績詳列在同一欄位內。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 and professional qualifications obtained. If multiple subjects were taken under a certain public examination within the same year, please list out all subjects and relevant results in the same box. 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／獲取資格的日期 (月／年) (例如：09/2012) Date of Issue / Date Obtained (Month/Year) (e.g. 09/2012)	公開考試／持有的專業資格 (例如：香港中學會考) Public Examination / Professional Qualifications (e.g. Hong Kong Certificate of Education Examination)	及格科目及成績 [#] (例如：中國語文(4)、英國語文(課程乙)(C)、電腦應用(高級補充程度)(C)) Subjects Passed and Levels Attained [#] (e.g. Chin Lang (4), Eng Lang (Syl. B) (C), Computer Applications (AS) (C))

[#] 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.

(5) **公開考試中文科及英文科最佳成績** * Best Results in Chinese Language Subject and English Language Subject in Public Examinations *

請於方格內填寫等級，如：A，B，C等。

Please specify the grading, e.g. A, B, C, etc. in the box(es).

- | | | |
|---|--|----------------------|
| (a) 中文科最佳成績
Best Result in Chinese Language Subject | (i) 香港高級程度會考 — 中國語文及文化 (適用於1994年至今)
Hong Kong Advanced Level Examination - Chinese Language and Culture (Applicable from 1994 till now) | <input type="text"/> |
| | (ii) 香港高級程度會考 — 中國語言文學 (適用於1983年至1993年)
Hong Kong Advanced Level Examination - Chinese Language and Literature (Applicable from 1983 to 1993) | <input type="text"/> |
| | (iii) 香港高級程度會考 — 中國語文 (適用於1980年至1982年)
Hong Kong Advanced Level Examination - Chinese Language and Literature (Applicable from 1980 to 1982) | <input type="text"/> |
| (b) 英文科最佳成績
Best Result in English Language Subject | (i) 香港高級程度會考 — 英語運用 (適用於1980年至今)
Hong Kong Advanced Level Examination - Use of English (Applicable from 1980 till now) | <input type="text"/> |
| | (ii) General Certificate of Education (Advanced Level) - English Language | <input type="text"/> |

* 如你未曾參加以上任何一項公開考試，請在有關方格內填上“N”。

If you have not attended any of the above examination(s), please insert an “N” in the appropriate box(es).

(6) **如你曾參加 International English Language Testing System (IELTS) 的學術模式測試，請填寫有關資料。**

If you have taken the assessment in the Academic Module of the International English Language Testing System (IELTS), please provide the relevant information.

整體分級 Overall Band	<input type="text"/>	考試日期 Date of Test	<input type="text"/> 日/DD / <input type="text"/> 月/MM / <input type="text"/> 年/YYYY
(a) 聽解分級 Listening Band	<input type="text"/>	(b) 閱讀分級 Reading Band	<input type="text"/>
(c) 寫作分級 Writing Band	<input type="text"/>	(d) 英語會話分級 Speaking Band	<input type="text"/>

(7) **綜合招聘考試 Common Recruitment Examination (CRE)**

(I) 如已在綜合招聘考試中獲取以下試卷的二級成績，請在適當方格內加上“✓”號並填上該試卷的考試日期(月／年) (例如：考試日期為2013年6月，應填上06/2013)。Please insert a “✓” in the appropriate box(es) if Level 2 result is obtained and enter the date(s) (Month/Year) when the CRE paper(s) was/were taken. (e.g. if the examination date was June 2013, please fill in 06/2013).

- | | | |
|-------------------------|--------------------------|-------------------------------------|
| (a) 中文運用 Use of Chinese | <input type="checkbox"/> | <input type="text"/>
(月MM／年YYYY) |
| (b) 英文運用 Use of English | <input type="checkbox"/> | <input type="text"/>
(月MM／年YYYY) |

(II) 如已在綜合招聘考試中獲取以下試卷的及格成績，請在方格內加上“✓”號並填上該試卷的考試日期(月／年)。
 Please insert a “✓” in the box if a Pass is obtained and enter the date (Month/Year) when the CRE paper was taken.

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| (c) 能力傾向測試 Aptitude Test | <input type="checkbox"/> | <input type="text"/>
(月MM／年YYYY) |
|--------------------------|--------------------------|-------------------------------------|

(III) 如已另行報考於2013年10月在香港或12月在香港以外地區舉行的綜合招聘考試，請在適當方格內加上“✓”號。

Please insert a “✓” in the appropriate box(es) if you have filed a separate application for the CRE to be held in Hong Kong in October 2013 or outside Hong Kong in December 2013.

中文運用 Use of Chinese	<input type="checkbox"/>	英文運用 Use of English	<input type="checkbox"/>	能力傾向測試 Aptitude Test	<input type="checkbox"/>
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(8) 截至目前為止的全部就業詳情 (包括以前受僱於政府的資料和兼職資料) 及義務工作 (按任職的日期順序列出)
Records of Full Employment to date (including past government employment and part-time job) and Voluntary Service (in chronological order)

(I) 全職工作 (兼職/短期工作、實習和義務工作除外) Full-time Employment (excluding Part-time / Short Term Job, Internship and Voluntary Service)

公司／機構／政府部門名稱 Name of Firm / Organisation / Government Bureau / Department	工作類別* (請按下列工作類別填上適當代號) Job Type* (Please fill in the Code in accordance with the Code Table below)	職位 Position Held	職責範圍 Areas of Responsibility	日期 (月/年) Date (Month/Year)	
				由 From	至 To

* 工作類別 Job Type (請在上列適當位置填上工作類別的代號。 Please fill in the Code for Job Type in the appropriate box(es) above.)

A - 獲取學位後的全職有薪工作 Post-degree Full-time Paid Job

B - 獲取學位前的全職工作 Full-time Job Before Obtaining First Degree

請填寫全職有新工作的年數(例如:3年5月) Please enter the number of year(s) and months(s) of full-time paid employment (e.g. 3 years 5 months)

(a) 獲取第一個學位後 After obtaining my first degree : _____ 年 year(s) _____ 月 month(s)

(b) 獲取第一個學位前 Before obtaining my first degree : _____ 年 year(s) _____ 月 month(s)

如你曾全職工作，請填上你現時或最近期就業的界別編號及所領取的月薪：

If you have worked on a full-time basis, please fill in the code for your current/latest employment and monthly salary:

(界別編號)
(Code)

月薪:
Monthly Salary: HK\$ _____

A - 會計／核數 Accounting / Audit

H - 酒店／旅遊 Hotel / Travel

N - 公共關係／廣告／市場推廣

B - 行政／政策 Administration / Policy

I - 資訊科技／技術支援

Public Relation / Advertising / Marketing

C - 公務員 Civil Service

Information Technology / Technical Support

O - 社會／社區服務 Social / Community Service

D - 教育／培訓 Education / Training

J - 保險／投資 Insurance / Investment

P - 貿易／金融／經濟／工業

E - 工程／建築 Engineering / Construction

K - 法律服務 Legal Service

Trade / Finance / Economic / Industry

F - 環境 Environment

L - 傳播媒體／出版 Media / Publishing

Q - 交通運輸 Transportation

G - 行政／資源管理

M - 醫療服務 Medical Service

R - 其他 Others

Executive / Resources Management

(II) 兼職/短期工作、實習和義務工作 Part-time / Short Term Job, Internship and Voluntary Service

公司／機構／政府部門名稱 Name of Firm / Organisation / Government Bureau / Department	工作類別# (請按下列工作類別填上適當代號) Job Type# (Please fill in the Code in accordance with the Code Table below)	職位 Position Held	職責範圍 Areas of Responsibility	日期 (月/年) Date (Month/Year)	
				由 From	至 To

工作類別 Job Type (請在上列適當位置填上工作類別的代號。 Please fill in the Code for Job Type in the appropriate box(es) above.)

A - 兼職工作 Part-time Job

C - 實習 Internship

B - 短期工作 Short Term Job

D - 義務工作 Voluntary Service

如屬在職或曾任職政府人員，請在方格內填寫你的聘用條款編號：

If you are serving/have served in the HKSAR Government, please state in the box the terms code that you are/were on:

適用於在職政府人員的編號 The code for serving officer

1. 公務員聘用條款 (試用／試任／按月／合約／長期聘用條款)
Civil service terms (probation/trial/month-to-month/agreement/permanent terms)
2. 非公務員合約條款 Non-civil service contract terms

適用於曾任職政府人員的編號 The code for former officer

3. 公務員聘用條款 (試用／試任／按月／合約／長期聘用條款)
Civil service terms (probation/trial/month-to-month/agreement/permanent terms)
4. 非公務員合約條款 Non-civil service contract terms

你現時是否一名由香港特別行政區政府以公務員條款聘用的行政主任、勞工事務主任、管理參議主任或貿易主任？

Are you an Executive Officer, Labour Officer, Management Services Officer or Trade Officer currently employed by the Government of HKSAR on civil service terms?

是

Yes

☐

否

No

☐

你現時是否一名由香港特別行政區政府以公務員條款聘用的文書主任職系人員或私人秘書職系人員？

Are you an officer in the Clerical Officer Grade or the Personal Secretary Grade currently employed by the Government of HKSAR on civil service terms?

是

Yes

☐

否

No

☐

現時／最後任職的政府職級／職位的名稱 (全名)

Present/The latest Government rank/post title (in full)

現時／最後任職的政府部門的名稱(全名)

Present/The latest Government department (in full)

如你現時或曾在政府任職，在政府任職期間曾否有任何違反紀律的紀錄？

If you are serving or have ever served in the Government, do you have any previous record(s) of disciplinary offence whilst in employment with the Government?

有

Yes

☐

沒有

No

☐

如有，請列明詳情

If yes, please give details

(註：如申請人曾有違反紀律紀錄，政府不一定因此而不予錄用。)

(Note: A record of disciplinary offence is not necessarily a barrier to Government employment.)

B部 Section B

選擇於2013年12月7日在香港以外的試場應考政務主任／行政主任／貿易主任／運輸主任聯合招聘考試 (只適用於在香港以外地區就讀或居住的申請人。)

Choice of Examination Centres Outside Hong Kong for Joint Administrative Officer / Executive Officer / Trade Officer / Transport Officer Recruitment Examination to be held on 7 December 2013 (Only applicable to applicants studying or residing outside Hong Kong.)

請注意：

(i) 我們會因應需求盡可能在下列城市設立試場。請根據下列的代號填寫選擇應考的城市。

(ii) 申請人需自行安排前往應考的城市，而在填寫有關資料前，應切實考慮所需的交通及住宿安排。在收到申請書後，我們保留是否容許申請人更改應考筆試地點的權利。

(iii) 請同時細閱「申請人須知」第II項。

Please note :

(i) Examination centres may be set up as far as possible in the following cities subject to demand. You may indicate your choice of non-local centre according to the codes listed below.

(ii) You have to make your own arrangement for travelling to the examination city. You should carefully consider the necessary travelling and accommodation arrangements when choosing the examination centre. Upon receipt of the application, we reserve the right of not entertaining any subsequent requests for changing the examination centre for taking the examination.

(iii) Please also read item II of the “Notes for Applicants”.

請填上你選擇應考的城市代號

城市代號 Codes for Cities

Please fill in the code for the city of your choice

1 - 倫敦

London

2 - 三藩市

San Francisco

3 - 紐約

New York

4 - 多倫多

Toronto

5 - 溫哥華

Vancouver

6 - 悉尼

Sydney

7 - 北京

Beijing

C部 (可選擇是否填寫) Section C (Optional)

你是否殘疾人士？ Are you an applicant with a disability?

是

Yes

☐

否

No

☐

如為殘疾人士，請註明殘疾性質及程度

If you are an applicant with a disability, please indicate nature and degree of the disability

如為殘疾人士，並在招聘考試中需特別安排，請列明有關要求

If you are an applicant with a disability, please specify the special arrangement required for taking the recruitment examination(s)

如為殘疾人士，並在面試中需特別安排，請列明有關要求

If you are an applicant with a disability, please specify the special arrangement required for attending interview(s)

(註：政府在遴選時對殘疾人士及其他申請人會一視同仁。申請人如希望在遴選及／或聘任過程中，獲得為殘疾人士而設的相關安排，有關部門可能要求申請人提交醫生證明書，以證明其為殘疾人士。)

(Note: Applicants with disabilities are considered on equal terms with other applicants. The relevant government department(s) may require medical proof of their disability if applicants wish to make use of the relevant arrangements applicable to applicants with disabilities during the selection and/or appointment process(es).)

(請在適當方格內加上“✓”號)

(Please insert a “✓” in the appropriate box.)

「請轉下頁」 P.T.O.

D部 Section D



本人已細閱本申請書的「申請人須知」及相關的招聘廣告，並確認本人符合職位列明所需的入職要求。

I confirm that I have read the “Notes for Applicants” of this application form and the related recruitment advertisement. I also confirm that I meet the stipulated entry requirements for the job(s) selected.

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／職系，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 of 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.)

姓名
Name

地址
Address

(請填上你的姓名和地址)
(Please fill in your name and address)

政府總部公務員事務局
Civil Service Bureau, Government Secretariat

CSB 606A (Rev. 9/2013)

↑ 請填妥以上的申請書覆函(CSB 606A)。Please fill in the acknowledgement card (CSB 606A) above. ↑

申請人須知

I. 一般備註

- (a) 除中文姓名外，請用英文填寫申請書，以便將資料輸入電腦。
- (b) 請用黑色墨水筆或原子筆，以正楷填寫各項。
- (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，申請人應於另頁詳列有關資料，隨申請書附上。
- (d) 申請人必須填報申請書內所要求提供的全部個人資料，但註明是「可選擇是否填寫」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，以支持其職位申請。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。申請人如未能提供全部所需的資料，或所填寫的資料，未能清楚顯示申請人符合所申請職位的基本入職要求或其他有關條件，申請書將不獲處理。
- (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。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，未獲取錄的申請人的個人資料將於其落選日期後24個月全部銷毀。
- (f) 申請人如持有香港以外學術機構所頒授的學歷，請隨申請書夾附有關學術機構所簽發的文憑／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。申請人如在取得上述學歷前已獲取其他學歷，也應盡可能提供有關的學歷證明文件副本，以方便進行學歷評審的工作。請勿附上任何文憑／證書或其他學歷證明文件的正本。在現階段，只擁有本地學歷的申請人毋須附上該等文件副本。
- (g) 填妥本申請書後，請保存副本一份，留作個人參考之用。
- (h) 提交申請書後，如欲更改或索閱個人資料，或有任何查詢，請聯絡以下有關職系／部門－
- | | |
|----------|--|
| 政務主任 | 公務員事務局政務職系部
(地址：香港添馬添美道2號政府總部西翼9樓918室／電話：(852) 2810 3155／電郵地址：csbasd@csb.gov.hk) |
| 二級行政主任 | 公務員事務局一般職系處
(地址：香港添馬添美道2號政府總部西翼7樓712室／電話：(852) 2810 3022／電郵地址：csbeore@csb.gov.hk) |
| 二級助理貿易主任 | 商務及經濟發展局工商及旅遊科貿易主任職系管理
(地址：香港添馬添美道2號政府總部西翼23樓／電話：(852) 3655 5402／電郵地址：tore@cedb.gov.hk) |
| 二級運輸主任 | 運輸署人事部
(地址：香港灣仔告士打道7號入境事務大樓41樓／電話：(852) 2829 5242／電郵地址：tdprapt@td.gov.hk) |
- (i) 由於審核申請需時，申請人獲邀請參加考試並不表示其已符合所申請職位的入職條件。
- (j) 申請人必須填妥此申請書並在截止申請日期前透過下列方式遞交申請－
- (1) 透過互聯網上公務員事務局網頁(www.csb.gov.hk)的網上申請系統；
 - (2) 郵寄到香港添馬添美道2號政府總部西翼7樓722室公務員事務局(信封上的郵戳日期將視為遞交申請書的日期)。申請人必須支付足夠郵費；否則，申請人須自行承擔因支付不足郵費而引致的任何後果；或
 - (3) 投入設於香港添馬添美道2號政府總部東翼地下(公眾入口大堂)的申請書收集箱，收集時間為星期一至五(公眾假期除外)上午八時至下午七時，而在截止申請日期則僅至下午五時。
- 以傳真或電郵方式提交的申請書將不獲處理。
- (k) 在截止申請日期後遞交的申請書將不獲處理。請注意，在臨近截止申請日期，網上申請系統可能需要處理大量申請，因而非常繁忙，以致申請人有機會未能於截止申請時間前成功完成網上申請程序。故此，申請人應盡早遞交申請。

II. 政務主任／行政主任／貿易主任／運輸主任聯合招聘考試(下稱聯合招聘考試)

- (a) 如申請人現時並沒有所需綜合招聘考試成績或同等成績，但已另行申請於2013年10月在香港或於同年12月在香港以外地區應考所需的綜合招聘考試試卷，其申請只會於申請人取得在招聘廣告內所述的成績後方獲處理。合資格的本地申請人，如具備所需綜合招聘考試成績或同等成績，會獲安排應考於2013年12月7日在香港舉行的政務主任／行政主任／貿易主任／運輸主任聯合招聘考試。至於在香港以外地區居住或就讀的申請人可於同日在香港以外地區應考該聯合招聘考試。
- (b) 具備所需綜合招聘考試成績或同等成績的合資格申請人，如果於2013年11月25日仍未收到上述聯合招聘考試詳情的電郵，必須立即致電(852) 2537 6429或電郵(csbcsu@csb.gov.hk)與公務員考試組聯絡。
- (c) 有關考試和招聘政務主任／二級行政主任／二級助理貿易主任／二級運輸主任的資料，已詳列於招聘廣告及已載於公務員事務局網頁，網址為www.csb.gov.hk。

III. 遞交申請書的核對清單

遞交申請書(CSB 606)時，請確保－

- (1) 已填妥申請書，並在D部簽署；
- (2) 已填妥位於本頁頂端的申請書覆函(CSB 606A)；
- (3) 如持有香港以外學術機構所頒授的學歷者，已夾附有關學術機構所簽發的文憑／證書或其他學歷證明文件，以及成績單的副本；及
- (4) 不論申請其中一個或多個職位，亦不論透過郵寄或網上申請系統方法，都只須遞交一份申請書。申請人須自行承擔因遞交超過一份申請書而引致的任何後果。

Notes for Applicants

I. General Notes

- (a) With the exception of Name in Chinese, please complete the form in English to facilitate computerisation.
- (b) Please complete every item in block letters and in black ink or ball pen.
- (c) 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) Your provision of all the personal data requested in this form is obligatory, except those items marked as "optional". Please note that recruiting grades/departments may request for specific information to support your application. 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 required or it is not clear from the information provided that you have met the basic entry requirements of the post(s) or other relevant requirements.
- (e) 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. Personal data of unsuccessful applicants will normally be destroyed 24 months after rejection of their applications.
- (f) For applicants holding qualifications obtained from academic institutions outside Hong Kong, please attach copies of your diplomas/certificates, transcripts of studies and official documents issued by the relevant academic institutions 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 any prior qualifications obtained should also be supplied as far as possible. Do not send any originals of diplomas/certificates or other qualification documents. For applicants with local qualifications only, documentary proof are not required at this stage of application.
- (g) You are advised to keep a copy of the completed application form for your own reference.
- (h) For correction or access to personal data or any enquiries after submission of the application form, please contact the following offices:-
- | | |
|----------------------------|--|
| Administrative Officer | Administrative Service Division, Civil Service Bureau (Address: Room 918, 9/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. / Telephone Number: (852) 2810 3155 / E-mail address: csbasd@csb.gov.hk) |
| Executive Officer II | General Grades Office, Civil Service Bureau (Address: Room 712, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. / Telephone Number: (852) 2810 3022 / E-mail address: csbeore@csb.gov.hk) |
| Assistant Trade Officer II | Trade Officer Grade Management, Commerce, Industry and Tourism Branch, Commerce and Economic Development Bureau (Address: 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. / Telephone Number: (852) 3655 5402 / E-mail address: tore@cedb.gov.hk) |
| Transport Officer II | Personnel Registry, Transport Department (Address: 41/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. / Telephone Number: (852) 2829 5242 / E-mail address: tdprapt@td.gov.hk) |
- (i) As it takes time to process all applications, an invitation to examination does not imply that the qualifications of an applicant meet the entry requirements of the post(s) being applied for.
- (j) All completed applications must be submitted before the deadline for application -
- through on-line facilities on the Civil Service Bureau homepage at www.csb.gov.hk;
 - by post to the Civil Service Bureau at Room 722, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (the postmark date on the envelope will be regarded as the date of submission of application). Please ensure that sufficient postage is paid. An applicant will bear any consequences arising from not paying sufficient postage; or
 - by hand to the application collection box located at the Lobby of the Public Entrance, G/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The collection time is 8:00 a.m. to 7:00 p.m. from Monday to Friday (except public holidays) and up till 5:00 p.m. on the closing date of application.

Applications submitted by fax or e-mail will not be accepted.

- (k) Late applications will not be accepted. Towards the deadline for application, the on-line system would likely be heavily loaded with large volume of applications, and it may render you unable to complete your on-line application on time. You are therefore advised to submit your application as soon as possible.

II. Joint Administrative Officer / Executive Officer / Trade Officer / Transport Officer Recruitment Examination (JRE)

- (a) For applicants who do not possess the requisite Common Recruitment Examination (CRE) or equivalent results, but have filed a separate application for taking the relevant CRE paper(s) in October 2013 in Hong Kong or in December 2013 outside Hong Kong, their applications will be processed subject to their obtaining the requisite results as stipulated in the recruitment advertisement. Eligible local applicants with the requisite CRE results, or equivalent, will be arranged to sit for the JRE to be held in Hong Kong on 7 December 2013. Candidates residing or studying outside Hong Kong may take the JRE outside Hong Kong on the same date.
- (b) Eligible applicants with the requisite CRE results, or equivalent, should immediately contact the Civil Service Examinations Unit at (852) 2537 6429 or e-mail to csbcseu@csb.gov.hk if they do not receive the e-mail notifying them of the relevant details of the JRE mentioned above by 25 November 2013.
- (c) Information about the examination and the recruitment exercise is set out in the recruitment advertisement and is available on the Civil Service Bureau homepage on the Internet at www.csb.gov.hk.

III. Checklist for Sending in the Application Form

When you send in the application form (CSB 606), please make sure that you have -

- duly completed the form and signed the declaration in Section D;
- duly completed the acknowledgement card (CSB 606A) enclosed with this application form;
- enclosed copies of your diplomas/certificates or other qualification documents and transcripts of studies if you are holding qualifications obtained from academic institutions outside Hong Kong; and
- submitted only one application, regardless of number of posts applied for, by mail or through on-line application system. An applicant will bear any consequences arising from submission of more than one application.

申請書覆函

Acknowledgement of Application

我們已收到你申請政務主任／二級行政主任／二級助理貿易主任／二級運輸主任的職位申請書。具備所需綜合招聘考試成績或同等成績的合資格申請人，如果於**2013年11月25日**仍未收到有關2013年12月7日政務主任／行政主任／貿易主任／運輸主任聯合招聘考試詳情的電郵，必須立即致電 (852) 2537 6429 或電郵(csbcseu@csb.gov.hk)與公務員考試組聯絡。

如果你持有**香港以外**學術機構所頒授的學歷，但未曾附上有關學術機構所簽發的文憑／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）或以前已獲取的其他學歷證明文件副本，請盡快將這些文件寄給我們，並在文件上註明你的申請人編號。

Your application for employment as an Administrative Officer / Executive Officer II / Assistant Trade Officer II / Transport Officer II has been received. Eligible applicants with the requisite Common Recruitment Examination (CRE) results, or equivalent, should immediately contact the Civil Service Examinations Unit at (852) 2537 6429 or e-mail to csbcseu@csb.gov.hk if they do not receive the e-mail notifying them of the details of the Joint Administrative Officer / Executive Officer / Trade Officer / Transport Officer Recruitment Examination (JRE) to be held on 7 December 2013 **by 25 November 2013**.

If you are holding qualifications obtained from academic institutions outside Hong Kong, please send copies of your diplomas/certificates, transcripts of studies and official documents issued by the relevant academic institutions stating the mode of delivery (e.g. full-time/part-time, on campus/distance learning) of the study programmes or other prior qualifications to us as soon as possible, if you have not yet done so. Please quote your candidate number on the documents.

申請人編號

Candidate No.

(只供有關部門填寫) (Official use only)

(日後與招聘部門／職系聯絡時，請註明你的申請人編號。)

(Please quote your candidate number in all future contacts with the recruiting department(s)/grade(s).)

公務員事務局

Civil Service Bureau

香港添馬添美道2號

Room 722, 7/F, West Wing, Central Government Offices,

政府總部西翼7樓722室

2 Tim Mei Avenue, Tamar, Hong Kong