

Selective Placement Division Labour Department

Employ People Based on their Abilities – Application for Government Jobs by Persons with Disabilities

Government Policy and Related Measures on Employment of Persons with Disabilities

The Government, being an Equal Opportunities Employer, is committed to eliminating disabilities and other forms of discrimination in employment. It is our objective to place persons with disabilities in appropriate jobs wherever possible. This is consistent with the Government's general policy to integrate persons with disabilities into the community through gainful employment.

Appointments to the Civil Service are based on the principle of open and fair competition. All applicants in an open recruitment exercise are assessed on the basis of their character, ability and performance having regard to the stipulated entry requirements set according to the job requirements of the civil service grades concerned. The Government welcomes persons with disabilities to apply for government vacancies and has put in place suitable measures to ensure that persons with disabilities will have equal access, like other applicants, to job opportunities in the Government.

The abovementioned measures include, at the initial stage of a recruitment exercise, applicants with disabilities who meet the basic entry requirements for a post will not be subject to shortlisting criteria, if any. They will be automatically invited to attend selection test/interview.

Where an applicant who has indicated that he/she has a disability is invited to a selection test/interview, the recruiting department / grade (D/G) is required to proactively ascertain from the applicant any assistance or accommodation needed. The test/interview process would also be suitably adjusted to cater for his/her special needs. For the examples of the arrangements made for applicants with disabilities, please refer to **Tables (1)** and **(2)**. An applicant with disability may also suggest other arrangements in view of his/her disability for consideration by the recruiting D/G.

Table (1)

Examples of facilitating arrangements made for applicants with disabilities to take selection tests by the recruiting D/Gs

Disability	Arrangements for Selection Tests
Visual Impairment	<ul style="list-style-type: none">● Arrange suitable venues, such as setting up examination centers in organisations that can provide technical aids.● Provide enlarged/braille test papers and enlarged answer sheets/answer books.● Provide special equipment, such as braille or personal computers with special software, for the applicant to type out the answers.● Allow the applicant to bring along a magnifier.● Allow the applicant to tick or circle the answers on the multiple-choice answer sheets instead of blacken the options.● Allow the applicant to write on alternate lines.● Provide table lamps.
Mobility Impairment	<ul style="list-style-type: none">● Arrange venues with appropriate facilities (e.g. examination halls and toilets that are made accessible by wheel-chairs).● Arrange the applicant to sit near the entrance of the examination hall.● Provide temporary parking space, where appropriate.
Hearing Impairment	<ul style="list-style-type: none">● Make available a set of written directions for the applicant to follow while the presiding invigilator is making relevant announcement.● Depending on the degree of the hearing impairment, arrange the applicant to sit in the front row of the left- or right-hand side of the examination hall.
Impact on the Speed of Completing the Test due to Disabilities	<ul style="list-style-type: none">● Extend the test time having regard to the degree of the applicant's disability and complexity of the paper. (Remarks: The applicant should provide medical proof/related documents issued by Hong Kong Examinations and Assessment Authority, or proof of special arrangements issued by other examination bodies.)

Table (2)

Examples of facilitating arrangements made for applicants with disabilities to attend selection interviews by the recruiting D/Gs

Types of Disabilities	Arrangements for Selection Interviews
Visual Impairment	<ul style="list-style-type: none">● Arrange staff to lead the applicant from the entrance of the office to the interview room.● Assist the applicant to leave the venue after the interview.
Mobility Impairment	<ul style="list-style-type: none">● Clear up corridors for easier access.● Make interview room and corridors accessible to wheel-chairs.● Provide temporary parking space where possible, or provide information on the car parks nearby.
Hearing Impairment and / or Speech Impairment	<ul style="list-style-type: none">● Allow a hearing-impaired applicant to bring along his/her hearing aids.● Provide a set of written registration guidelines.● Conduct an interview through written communication.● Interview board members to speak slower and louder when asking questions.

After the selection test/interview, if an applicant with disability is found suitable by the recruitment board to carry out the duties of certain posts in a specific rank, he/she may be recommended for appointment even though he/she may not be able, due to his/her disability, to perform the full range of duties of every post in the concerned rank. In addition, an appropriate degree of preference may be given by placing applicants with disabilities ahead of able-bodied applicants whose suitability for appointment is considered comparable to the former.

Assistance Provided to Persons with Disabilities Working in the Government

To assist persons with disabilities to integrate in the workplace, the Government provides on-the-job assistance and reasonable accommodation to employees with disabilities so as to facilitate them in performing their duties, e.g. modifications of work areas and facilities, appropriate adjustments to job designs and work schedules, provision of necessary equipments, etc. The Government also purchases technical aids, such as computers with braille displays, telephone amplifiers, text reading software and magnifying devices, etc for employees with disabilities in order to facilitate their performance of duties.

Tips on Application for Government Posts

How to Obtain Information on Government Vacancies?

Job seekers looking for government jobs may obtain the latest vacancy information through the Government Vacancies Enquiry System on the website of the Civil Service Bureau (CSB) (www.csb.gov.hk) [Recruitment > Government Vacancies]. The website provides information on civil service and non-civil service vacancies for open recruitment. Job seekers may click on the job title to view the recruitment advertisement of the relevant post in detail (please refer to **Table (3)** for the examples) and submit application direct to the recruiting D/G according to the procedures specified in the advertisement. The Selective Placement Division (SPD) of the Labour Department (LD) also assists job seekers with disabilities who have registered with SPD by referring their applications to the corresponding recruiting D/Gs. Should the job seekers have any enquiries about a specific government vacancy, they may call the enquiry telephone number in the advertisement for further details.

Table (3)

Civil Service Vacancies							
Department	Job Title	Job Number	Salary	Academic Requirement	Posting Date (DD/MM/YY)	Closing Date (DD/MM/YY)	Application via Internet
xxxx	xxxxx	12345	HKD\$ xxxxx Per Month	Professional Qualification	xx/xx/2014	xx/xx/2014	
xxxxx	xxxxx	54321	HKD\$ xxxxx Per Month	Degree	xx/xx/2014	xx/xx/2014	

Non-Civil Service Vacancies							
Department	Job Title	Job Number	Salary	Academic Requirement	Posting Date (DD/MM/YY)	Closing Date (DD/MM/YY)	Application via Internet
xxxxxxx	xxxxx	56789	HKD\$ xxxxx Per Month	Hong Kong Diploma of Secondary Education Examination results	xx/xx/2014	xx/xx/2014	
xxx	xxxxx	98765	HKD\$ xxxxx Per Month	Primary 6 or below	xx/xx/2014	xx/xx/2014	

How to Fill in the Government Job Application Form?

Job seekers who wish to apply for government jobs should submit their applications according to the procedures specified in the advertisements. For most of the jobs, applicants are required to fill in the Application Form for Employment with the Government of the Hong Kong Special Administrative Region (i.e. G.F. 340). The application form can be downloaded from the CSB website or those of the recruiting departments, or be obtained from the SPD offices or Job Centres of the Employment Services Division, Labour Department or Public Enquiry Service Centres of District Offices, Home Affairs Department.

If the applicants fail to provide all the information required in the advertisement, the application forms will not be processed. If applicants with disabilities wish to make use of the arrangements applicable to persons with disabilities during the selection processes above, they should specify their disabilities and special arrangements needed in the related section in the application form G.F. 340 (please refer to **Table (4)**). The recruiting D/Gs may require, as appropriate, the applicants to produce medical proof to confirm their disabilities in order to make suitable arrangements. For the special arrangements, please refer to the examples in **Tables (1)** and **(2)**. Disclosure of the information on disability by individual applicants is solely on a voluntary basis.

Table (4)

B部 (可選擇是否填寫) Section B (Optional)

206

207

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

是 Yes ☐ 否 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 是 208 否 209

Examination 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 是 210 否 211

Interview 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。申請人如需獲得為殘疾人士而設的聘任相關安排，有關部門可能要求提交醫生證明其為殘疾人士。)

(Note: Candidates with disabilities are considered on equal terms with other applicants. The Government may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

Apart from selection interviews, individual recruiting D/Gs may conduct recruitment tests themselves. For enquiries about the special arrangements to be provided by these D/Gs, applicants with disabilities may contact the relevant recruiting D/Gs through the means specified in the invitation letter for test/interview or the recruitment advertisements. As regards the special arrangements available in the Common Recruitment Examination and Basic Law Test (Degree / Professional Grades) for appointment to civil service posts requiring degree or professional qualifications and Assessment on Basic Law Knowledge (degree/professional qualifications grades), job seekers may contact the Civil Service Examinations Unit at 2537 6429 for enquiries.

What Assistance is provided by Selective Placement Division of Labour Department?

SPD of LD provides free employment services for job seekers with disabilities who are fit for open employment. Apart from searching jobs for the registered job seekers with disabilities in private organisations, SPD also takes note of the announcement of government openings in the CSB website to identify suitable government vacancies for SPD registrants and refer their applications to the D/Gs concerned in accordance with their preference and the entry requirements of the posts. Besides, job seekers with disabilities may request referrals from SPD or submit their applications directly to relevant D/Gs, if they identify suitable government vacancies themselves.

Job seekers with disabilities who have registered with SPD may contact their placement officers of SPD if any assistance in applying for the government posts is required. Job seekers with disabilities who have not registered with SPD may contact the Division to arrange the registration for open employment services. The contact details of the SPD offices are listed at **Table (5)**.

Table (5)

Offices of the Selective Placement Division, Labour Department

Hong Kong Office

Tel.: 2852 4801

Fax: 2541 5290

Address: G/F, East Wing, Harbour Building, 38 Pier Road, Central, Hong Kong

Kowloon Office

Tel.: 2755 4835

Fax: 2796 0369

Address: G/F, Ngau Tau Kok Government Offices, 21 On Wah Street, Ngau Tau Kok, Kowloon

New Territories Office

Tel.: 2417 6190

Fax: 2499 3713

Address: 2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories

Website: www.jobs.gov.hk/isps