

申請列入公務員事務局特約翻譯員名單
為香港特別行政區政府提供中英文翻譯服務
Application for Inclusion
in the Civil Service Bureau's List of Freelance Translators
as a Provider of Translation Services in Chinese and English
to the Government of the Hong Kong Special Administrative Region

I. 個人資料 Personal Particulars

姓名 中文 Name: Chinese	英文 English
香港身分證號碼 Hong Kong Identity Card no.:	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 護照／旅行證件號碼 Passport/Travel document no.: (本欄供沒有香港身分證的申請人填寫) (for applicants without Hong Kong Identity Card) </div> <div style="width: 45%;"> 簽發機關 Issuing authority: </div> </div>	
通信地址 Correspondence address:	
聯絡電話 Contact telephone no.:	傳真 Fax no.:
電郵地址 Email address:	

II. 學歷／專業資格 Academic/Professional Qualifications

學院／頒發機構 Institute/Issuing authority	頒發日期 (日／月／年) Date issued (Day/Month/Year)	學歷／專業資格 Academic/Professional qualifications

III. 翻譯專長 Fields of Expertise in Translation

請在適當位置填上“✓”。 Please mark a “✓” where appropriate.

財經 Business and finance	<input type="checkbox"/>
文化藝術 Culture and art	<input type="checkbox"/>
法律 Legal	<input type="checkbox"/>
科技 Science and technology	<input type="checkbox"/>
其他（請註明） Others (Please specify)	<input type="checkbox"/>
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<hr/>	
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IV. 翻譯經驗 Experience in Translation

請按日期順序列出全職翻譯經驗。公務員事務局可能會向下列僱主查詢有關資料。

Please list in chronological order your experience as a **full-time** translator. The employers listed below may be approached for references.

日期（月／年） Date (Month/Year)		政府部門／ 私營機構名稱 Name of government department/private firm	職位 Post	聯絡人姓名及電話 Name and telephone no. of contact person
由 From	至 To			

在香港特別行政區政府從事全職翻譯工作年數
Total years of service as a full-time translator in the
Hong Kong Special Administrative Region Government : _____

在私營機構從事全職翻譯工作年數
Total years of service as a full-time translator in private firms : _____

V. 參考資料 Reference

請列出一些為**政府部門或本地公司**翻譯的文件。公務員事務局可能會向這些部門及公司查詢有關資料。

Please give examples of translation work you have done for **government departments or local firms**. They may be approached for references.

政府部門／本地公司名稱 Name of government department /local firm	文件性質 Nature of document	僱用日期 Date of commissioning	聯絡人姓名及電話 Name and telephone no. of contact person

VI. 聲明 Declaration

本人謹此聲明，本人目前並非從事政府翻譯工作的香港特別行政區政府全職僱員，並聲明以上各部填報的資料正確無誤。本人明白，若故意在填寫本申請表格時虛報資料，可令本人喪失列入特約翻譯員名單的資格，即使已列入該名單，亦可遭除名。

I declare that I am not a full-time employee of the Hong Kong Special Administrative Region Government involved in government translation work, and that the information given above is true and correct. I understand that if I wilfully give any false information in this application form, I will be liable to disqualification for inclusion in the List of Freelance Translators or deletion from it if already included.

簽署

Signature: _____

日期

Date: _____

* 遞交表格前，請先細閱第 4 頁所載注意事項。

Please read the NOTE on page 4 carefully before submitting this form.

注意事項

填報資料

申請者如未能提供全部所需資料，或所填寫的資料，未能清楚顯示申請者具備所需最起碼的學歷和經驗，並符合其他條件，申請將不會受理。提交申請表格後，若表格所載資料有任何更改，申請者必須立即通知公務員事務局法定語文事務部。

遞交表格

申請表格請交回香港金鐘道 66 號金鐘道政府合署高座 23 樓公務員事務局法定語文事務部總法定語文主任（研究支援）。

證明文件

申請者須把學歷／專業資格證明書和就業證明書副本連同申請表格交回。如有需要，申請者須出示身分證明文件及其他有關證明文件正本，以供核實。

資料的使用

申請者如獲批准列入名單，公務員事務局可能會向其他局和部門提供申請者在本表格填報的資料，作外判翻譯時參考之用。未獲批准列入名單的申請者，其資料將全部銷毀。

僱用服務

政府各局和部門如需要額外人手協助翻譯中英文文件，可選擇僱用特約翻譯員名單上的翻譯員或其他服務供應商。列入特約翻譯員名單，不等同獲政府僱用。

採購服務及服務質素

政府各局和部門僱用特約翻譯員時，將遵照《物料供應及採購規例》所載程序和條文辦理。公務員事務局會就服務質素收集意見，並不時檢討有關名單。表現欠佳者會遭除名。

NOTE

Provision of Information

An application will not be considered if information provided is incomplete or insufficient to show that the applicant meets the minimum qualifications, experience and other requirements specified. The applicant is required to notify the Official Languages Division, Civil Service Bureau if there are any subsequent changes to the information provided after submission of the application form.

Delivery of the Application Form

The application form should be returned to Chief Official Languages Officer (Research and Support), Official Languages Division, Civil Service Bureau, 23/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

Supporting Documents

The application form should be submitted with copies of certificate(s) of academic/professional qualifications and employment. If necessary, the applicant may be asked to produce originals of identification document(s) and other relevant documents for verification.

Use of Data

If the application is successful, the Civil Service Bureau may provide other bureaux and departments with the information given in this form by the applicant as reference for the purpose of procuring translation services. Information on unsuccessful applicants will be destroyed.

Engagement of Services

Government bureaux and departments in need of additional resources to augment their in-house translation teams for translating documents between Chinese and English are free to choose any freelance translators on the List of Freelance Translators or commission other service providers. Inclusion in the List should not be construed as actual engagement of services.

Procurement and Standard of Services

Procurement of translation services by government bureaux and departments will follow the procedures and provisions set out in the Stores and Procurement Regulations. The Civil Service Bureau will collect feedback on the standard of services provided and review the List from time to time to weed out substandard performers.

ACKNOWLEDGEMENT OF APPLICATION

Your application for inclusion in the Civil Service Bureau’s List of Freelance Translators has been received. We are processing your application and will contact you again as soon as possible.

Application no.: _____ (Official use only)

Name _____

Address _____

(Please fill in your name and address)

Name _____

Address _____

(Please fill in your name and address)

Name _____

Address _____

(Please fill in your name and address)