

(4) 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

(a) 香港高級程度會考最佳成績 (請於方格內填寫等級, 如: A, B, C等)

Best Results in Hong Kong Advanced Level Examination (please specify the grading, e.g. A, B, C, etc. in the box(es))

- (i) 中國語文及文化 (適用於1994年至今) Chinese Language and Culture (Applicable from 1994 till now)
- (ii) 中國語言文學 (適用於1983年至1993年) Chinese Language and Literature (Applicable from 1983 to 1993)
- (iii) 中國語文 (適用於1980年至1982年) Chinese Language and Literature (Applicable from 1980 to 1982)
- (iv) 英語運用 (適用於1980年至今) Use of English (Applicable from 1980 till now)

(b) General Certificate of Education (Advanced Level)

- (i) English Language

* 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 examinations, please insert an “N” in the appropriate box(es).

(5) 如你曾參加 International English Language Testing System (IELTS) 的學術模式測試, 請填寫考試日期及成績。

If you have taken the assessment in the Academic Module of the International English Language Testing System (IELTS), please indicate the date of test and the results.

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|-------------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|
| 整體分級 Overall Band | <input type="text"/> | 考試日期 Date of Test | 日/DD | 月/MM | 年/YYYY |
| (a) 聽解分級 Listening Band | <input type="text"/> | (b) 閱讀分級 Reading Band | <input type="text"/> | <input type="text"/> | <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"/> | <input type="text"/> | <input type="text"/> |

(6) 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。
Please insert a “✓” in the appropriate box(es) if Level 2 result is obtained.

| | | | | |
|-------------------------|----------------------|----------------------|-----------------------------|----------------------|
| (a) 中文運用 Use of Chinese | <input type="text"/> | <input type="text"/> | 或永久有效 or permanent validity | <input type="text"/> |
| (b) 英文運用 Use of English | <input type="text"/> | <input type="text"/> | 或永久有效 or permanent validity | <input type="text"/> |

(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。
Please insert a “✓” in the box if a pass is obtained.

| | | | | |
|--------------------------|----------------------|----------------------|-----------------------------|----------------------|
| (c) 能力傾向測試 Aptitude Test | <input type="text"/> | <input type="text"/> | 或永久有效 or permanent validity | <input type="text"/> |
|--------------------------|----------------------|----------------------|-----------------------------|----------------------|

(III) 如已報考於二〇〇八年十月四日在香港或十一月二十九日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 applied for the CRE to be held in Hong Kong on 4 October 2008 or outside Hong Kong on 29 November 2008.

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| 中文運用 Use of Chinese | <input type="text"/> | 英文運用 Use of English | <input type="text"/> | 能力傾向測試 Aptitude Test | <input type="text"/> |
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(7) 就學詳情 (按就讀日期順序列出) Education (in chronological order)

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/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending | 請參閱招聘廣告內列出的入職要求填寫 Please refer to the entry requirements stipulated in the recruitment advertisement when completing this item | | 上課方式 (例如: 當地院校全日/兼讀制、遙距授課等) Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.) | 就讀日期 (月/年) Date (Month/Year) | |
|---|--|---|---|---------------------------------|---------|
| | 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/Program 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) | | 由 From | 至 To |
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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) (按任職的日期順序列出)
Full Employment Record to date (including past government employment and part-time job) (in chronological order)

請在方格內填寫全職工作的年數(例如:03) 最近期工作領取的最後月薪
 Please enter in the box year(s) of full-time employment (e.g. 03) Final monthly salary from most recent job HK\$ _____

(A) 獲取第一個學位後 After obtaining my first degree 年/year(s)

(B) 獲取第一個學位前 Before obtaining my first degree 年/year(s)

| 機構/政府部門名稱 Name of Firm/ Government Department | 全職 Full-time | 兼職 Part-time | 職位 Position Held | 工作性質 Nature of Work | 日期 (日/月/年) Date (Day/Month/Year) | |
|---|-----------------|-----------------|---------------------|------------------------|-------------------------------------|------------|
| | | | | | 由 From | 至 To |
| | | | | | | |
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| | | | | | | |
| 全職工作年數 Total Full-time Employment | | | | | 年/Year(s) | 月/Month(s) |

請填上你現時或最近期就業的界別編號(如適用者) Please fill in the code for your current/latest employment (if applicable):

| | |
|--|--|
| A - 會計/核數 Accounting/Audit | J - 保險/投資 Insurance/Investment |
| B - 政務/政策 Administration/Policy | K - 法律服務 Legal Service |
| C - 公務員 Civil Servant | L - 傳播媒體/出版 Media/Publishing |
| D - 教育/培訓 Education/Training | M - 醫療服務 Medical Service |
| E - 工程/建築 Engineering/Construction | N - 公共關係/廣告/市場推廣 Public Relation/Advertising/Marketing |
| F - 環境 Environment | O - 社會/社區服務 Social/Community Service |
| G - 行政/資源管理 Executive/Resources Management | P - 貿易/金融/經濟/工業 Trade/Finance/Economic/Industry |
| H - 酒店/旅遊 Hotel/Travel | Q - 交通運輸 Transportation |
| I - 資訊科技/技術支援 Information Technology/Technical Support | R - 其他 Others |

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 :

| | |
|--|--|
| <u>適用於在職政府人員的編號 The code for serving officer</u> | <u>適用於曾任職政府人員的編號 The code for former officer</u> |
| 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) | 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) |
| 2. 非公務員合約條款 Non-civil service contract terms | 4. 非公務員合約條款 Non-civil service contract terms |

現時/最後任職的政府職級/職位的全部名稱
Present/The latest Government rank/post title (in full) _____

現職/最後任職的政府部門的全部名稱
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? 是 否

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

選擇香港以外之試場 (只適用於在香港以外地區就讀或居住的申請人。)
Choice of Non-local Examination Centres (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。請根據下列的代號表填寫選擇應考的城市。

(ii) 你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/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 centres according to the codes in the lists 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".

Please fill in the Code for the city of your choice
請填上你選擇應考的城市代號

| | | | | | | | |
|-----------------------|--------------|----------------------|----------------|----------------|------------------|--------------|---------------|
| 城市代號 Codes for Cities | 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 |
|-----------------------|--------------|----------------------|----------------|----------------|------------------|--------------|---------------|

(請在適當方格內加上“✓”號)
(Please insert a "✓" in the appropriate box.)

「請轉下頁」 P.T.O.

C部 (可選擇是否填寫) Section C (Optional)

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

是 否
Yes No

如為殘疾人士，請註明殘疾性質及程度 (申請人或需提交醫生證明為殘疾人士。)

If you are a candidate with a disability, please indicate nature and degree of the disability (Candidates may be required to produce medical proof of their disability.)

如為殘疾人士，並在招聘考試需特別安排，請列明有關要求

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

如為殘疾人士，並需特別面試安排，請列明有關要求

If you are a candidate with a disability, please specify the 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，如殘疾人士經確認適合受僱於所申請的職位，則會獲適度的優先錄用機會。)

(Note : Candidates with a disability are considered on equal terms with other applicants and will be given an appropriate degree of preference for employment if they are found suitable.)

D部 Section D

本人明白倘若故意在填寫本申請表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有所改變後通知招聘部門/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.)

申請人須知

I. 一般備註

- 除中文姓名外，請用英文填寫申請書，以方便資料輸入電腦。
- 請用黑色墨水筆或原子筆，以正楷填寫各項。
- 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。
- 申請人必須填報申請書內所要求提供的所有個人資料，但註明是「可選擇是否填報」的資料則屬例外。申請人如未能提供所需的所有資料，或所填寫的資料，未能清楚顯示申請人符合基本入職要求或其他有關條件，申請書將不獲受理。
- 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上。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12個月全部銷毀。
- 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／證書的副本。在現階段申請人毋須附上本地學歷證明文件副本。
- 填妥本申請書後，申請人請保存副本一份，留作個人參考之用。
- 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：香港中環雪廠街11號中區政府合署西座10樓1017室 / 電話：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：香港中環雪廠街11號中區政府合署西座2樓202室 / 電話：2810 3022 / 電郵地址：csbeore@csb.gov.hk） |
| 二級助理勞工事務主任 | 勞工處人力資源組（地址：香港中環統一碼頭道38號海港政府大樓16樓 / 電話：2852 3609 / 電郵地址：recruitment@labour.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：香港金鐘道88號太古廣場第1期29樓 / 電話：2918 7558 / 電郵地址：tore@cedb.gov.hk） |
- 由於審核申請需時，你獲邀請參加考試並不表示你已符合所申請職位的入職條件。
- 你必須在截止日期或以前透過下列方式遞交申請－
 - 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；
 - 郵寄到香港中環雪廠街11號中區政府合署西座10樓1017A室公務員事務局(信封上的郵戳日期將視為申請日期)。請緊記支付足夠郵費，申請人須自行承擔因支付不足郵費而引致的任何後果；或
 - 送交設於香港中環雪廠街11號中區政府合署西座地下的收集箱。以傳真或電郵方式提交的申請書將不獲處理。
- 在截止日期後遞交的申請書將不獲處理，申請人應盡快遞交申請。在臨近截止申請日期，接受網上申請的伺服器可能因為需要處理大量申請而非常繁忙，以致申請人不能於限期前成功於網上完成申請程序。

II. 政務主任／行政主任／勞工事務主任／貿易主任聯合招聘考試

- 現時並沒有所需綜合招聘考試成績或同等成績但已申請於二〇〇八年十月四日在香港或於同年十一月二十九日在香港以外地區應考所需的綜合招聘考試試卷的申請人，其申請只會由申請人取得在招聘廣告內所述的成績後方獲處理。至於政務主任／行政主任／勞工事務主任／貿易主任聯合招聘考試，申請人應留意職位空缺廣告及日後考生邀請信內列出的考試日期。
- 如果於二〇〇八年十一月二十四日仍未收到政務主任／行政主任／勞工事務主任／貿易主任聯合招聘考試的考生邀請信，請盡快致電2537 6429或電郵(csbcsceu@csb.gov.hk)與公務員考試組聯絡。
- 有關考試和招聘政務主任／二級行政主任／二級助理勞工事務主任／二級助理貿易主任的資料，已詳列於職位空缺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－

- 已填妥申請書並在 D 部簽署；
- 已填妥並夾附申請書認收卡(CSB 606A)；
- (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
- 只須提交一份申請書，郵寄或網上申請均可。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

- With the exception of Name in Chinese, please complete the form in English to facilitate computerisation.
- Please complete every item in block letters and in black ink or ball pen.
- 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.
- Your provision of all the personal data requested in this form is obligatory, except those items marked as "optional". 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 or other relevant requirements.
- 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 12 months after the applicant's application is confirmed unsuccessful.
- 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. Copies of local qualification documents are not required at this stage of application.
- You are advised to keep a copy of the completed application form for your own reference.
- 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 1017, 10/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong / Telephone Number: 2810 3155 / E-mail address: csbasd@csb.gov.hk) |
| Executive Officer II | General Grades Office, Civil Service Bureau (Address: Room 202, 2/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong / Telephone Number: 2810 3022 / E-mail address: csbeore@csb.gov.hk) |
| Assistant Labour Officer II | Human Resource Section, Labour Department (Address: 16/F, Harbour Building, 38 Pier Road, Central, Hong Kong / Telephone Number: 2852 3609 / E-mail address: recruitment@labour.gov.hk) |
| Assistant Trade Officer II | Trade Officer Grade Management, Commerce, Industry and Tourism Branch, Commerce and Economic Development Bureau (Address: Level 29, One Pacific Place, 88 Queensway, Hong Kong / Telephone Number: 2918 7558 / E-mail address: tore@cedb.gov.hk) |
- As it takes time to process all applications, an invitation to examination does not imply that your qualifications meet the entry requirements of the post you have applied for.
- All applications must be submitted on or before the deadline -
 - through on-line facilities on the Civil Service Bureau homepage at www.csb.gov.hk;
 - by post to the Civil Service Bureau at Room 1017A, 10/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong (the postmark date on the envelope will be regarded as the date 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 collection box located at G/F, Central Government Offices (West Wing), 11 Ice House Street, Central, Hong Kong. Applications submitted by fax or e-mail will not be accepted.
- Late applications will not be accepted. You should submit the application as soon as possible. Towards the deadline of application, our on-line system would likely be overloaded with large volume of applications, and it may render you unable to complete your on-line application on time.

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

- For applicants who do not possess the requisite Common Recruitment Examination (CRE) results, or equivalent, but have applied for taking the relevant CRE paper(s) on 4 October 2008 in Hong Kong or on 29 November 2008 outside Hong Kong, their applications will be processed subject to their obtaining the requisite results as stipulated in the recruitment advertisement. As regards the JRE, applicants should refer to the examination date set out in the recruitment advertisement and subsequent invitation letter.
- You should contact the Civil Service Examinations Unit at 2537 6429 or e-mail to csbcsceu@csb.gov.hk as soon as possible if you do not receive the invitation letter for the JRE by 24 November 2008.
- 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 and enclosed the acknowledgement card (CSB 606A);
- 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 either by post or by on-line application. An applicant will bear any consequences arising from submission of more than one application.

香港政府公函
ON GOVERNMENT SERVICE

姓名
Name

地址
Address

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

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／二級助理勞工事務主任／二級助理貿易主任的職位申請書。若我們決定進一步考慮你的申請，我們將再發信邀請你參加招聘考試。

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**，則請盡快將這些文件寄給我們，並請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 Labour Officer II / Assistant Trade Officer II has been received. If it is decided to further consider your application, another letter will be sent to you to invite you to sit for the recruitment examination.

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)

(日後與公務員事務局聯絡時，請引用你的申請人編號)

(Please quote your candidate number in all future contacts with Civil Service Bureau)

公務員事務局

香港中環雪廠街11號

中區政府合署西座10樓1017A室

Civil Service Bureau

Room 1017A, 10/F, Central Government Offices (West Wing),

11 Ice House Street, Central, Hong Kong