

(2) 學歷 Academic Attainment

(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 獲取第一個學位，而頒授學府為：*
 I have obtained my first degree in , and the awarding institution was: *
 (請填上年份 Year)

而本人已獲取的**最高學士學位榮譽等級**為：# # **學士學位榮譽等級編號** Code of the class of honours of **bachelor's degree**
 And the **highest** class of honours of **bachelor's degree** I attained is: #
 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

(b) (i) 本人將於 2024 年獲取學士學位，或同等學歷，而頒授學府為：*
 I will attain a bachelor's degree or equivalent in 2024, and the awarding institution will be: *
 (ii) 本人將於 2025 年獲取學士學位，或同等學歷，而頒授學府為：*
 I will attain a bachelor's degree or equivalent in 2025, and the awarding institution will be: *

(c) 本人已獲取碩士學位／博士學位，或同等學歷，而頒授學府為：*
 I have obtained a master's degree/doctorate or equivalent, and the awarding institution was: *

(d) 本人將於 2024 年獲取碩士學位／博士學位，或同等學歷，而頒授學府為：*
 I will attain a master's degree/doctorate or equivalent in 2024, and the awarding institution will be: *

請填上你已獲取／將獲取學士學位的學科編號：
 Please fill in the code for the discipline of the bachelor's degree qualification you have attained/will attain:

A. 文學 Arts E. 工程 Engineering I. 社會科學 Social Sciences
 B. 工商管理 Business Administration F. 法律 Laws J. 建築 Architecture
 C. 電腦及科技 Computer and Technology G. 醫藥及輔助醫療 Medicine and Paramedical K. 其他 Others
 D. 教育 Education H. 科學及應用科學 Science and Applied Science

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

香港學府 Institutions in Hong Kong		香港以外學府所在國家／地區 Countries / Regions of non-local institutions	
01. 香港城市大學 City University of Hong Kong	14. 明愛專上學院 Caritas Institute of Higher Education	31. 澳洲 Australia	
02. 香港浸會大學 Hong Kong Baptist University	15. 香港演藝學院 Hong Kong Academy for Performing Arts	32. 加拿大 Canada	
03. 嶺南大學 Lingnan University	16. 明德學院 Centennial College	33. 中國內地 Mainland China	
04. 香港中文大學 The Chinese University of Hong Kong	17. 香港能仁專上學院 Hong Kong Nang Yan College of Higher Education	34. 紐西蘭 New Zealand	
05. 香港教育大學 The Education University of Hong Kong	18. 職業訓練局－香港高等教育 Institute of Hong Kong, Vocational Training Council	35. 台灣 Taiwan	
06. 香港理工大學 The Hong Kong Polytechnic University	19. 港專學院 HKCT Institute of Higher Education	36. 英國 UK	
07. 香港科技大學 The Hong Kong University of Science and Technology	20. 宏恩基督教學院 Gratia Christian College	37. 美國 USA	
08. 香港大學 The University of Hong Kong	21. 香港伍倫貢學院 UOW College Hong Kong	40. 其他 Others	
09. 香港都會大學 Hong Kong Metropolitan University	22. 耀中幼教學院 Yew Chung College of Early Childhood Education		
10. 香港樹仁大學 Hong Kong Shue Yan University	30. 香港其他學府 Other institutions in Hong Kong		
11. 香港珠海學院 Hong Kong Chu Hai College			
12. 香港恒生大學 The Hang Seng University of Hong Kong			
13. 東華學院 Tung Wah College			

(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 Attended/Attending	就讀的班級／課程及已獲取／將獲取的學歷 (例如：中六；副學士；學士學位；碩士學位) Class/Programmes Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 6; Associate Degree; Bachelor's Degree; Master's Degree)	如屬專上學歷，請註明已獲取／將獲取的學歷詳情 (例如：副社會科學學士；榮譽文學士－二級榮譽甲等 (主修：地理、副修：歷史)) For post-secondary qualification, please specify details of the qualification obtained/to be obtained (e.g. Associate of Social Science; Bachelor of Arts (Honours) – Second Class Div I (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：09/2019) From (e.g. 09/2019)	至* (例如：08/2023) To (e.g. 08/2023)

* 申請人如未畢業，請列明預計畢業日期 (月／年)。
 Please specify the expected date (month/year) of graduation if not yet graduated.

(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。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. 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) Date Issued / Date Obtained (Month/Year)	公開考試/持有的專業資格 (例如：香港中學文憑考試、香港中學會考) Public Examination / Professional Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination)	所有及格科目及成績 [#] All Subjects Passed and Levels Attained [#]	
			科目 Subjects (例如 e.g. : 中國語文 Chin Lang 英國語文 (課程乙) Eng Lang (Syl. B) 時裝形象設計 Fashion Image Design)	成績 Results Attained (例如 e.g. : 4, C, 達標 Attained)

[#] 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：5**，5*，5，4或A，B，C等。
 Please specify the grading, e.g. 5**, 5*, 5, 4 or A, B, C, etc. in the box(es).

(a) 中文科最佳成績 Best Result in Chinese Language Subject	(i) 香港中學文憑考試 – 中國語文 (適用於2012年至今) Hong Kong Diploma of Secondary Education Examination - Chinese Language (Applicable from 2012 till now)	<input type="text"/>
	(ii) 香港高級程度會考 – 中國語文、中國語言文學或中國語文及文化 (適用於1980年至2013年) Hong Kong Advanced Level Examination - Chinese Language and Literature or Chinese Language and Culture (Applicable from 1980 to 2013)	<input type="text"/>
(b) 英文科最佳成績 Best Result in English Language Subject	(i) 香港中學文憑考試 – 英國語文 (適用於2012年至今) Hong Kong Diploma of Secondary Education Examination - English Language (Applicable from 2012 till now)	<input type="text"/>
	(ii) 香港高級程度會考 – 英語運用 (適用於1980年至2013年) Hong Kong Advanced Level Examination - Use of English (Applicable from 1980 to 2013)	<input type="text"/>
	(iii) 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) **如你於2021年9月17日至2023年10月6日期間曾參加 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) between 17 September 2021 and 6 October 2023, please provide the relevant information.

整體分級 Overall Band	<input type="text"/>	考試日期 Date of Test	日/DD 月/MM 年/YYYY <input type="text"/> / <input type="text"/> / <input type="text"/>
(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) **於2006年12月或以後舉行的綜合招聘考試成績 Results of Common Recruitment Examinations (CREs) held from December 2006 onwards**

(I) 如已在2006年12月或以後舉行的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 of the following CRE paper(s) has been obtained from December 2006 onwards.

(a) 中文運用 Use of Chinese	<input type="checkbox"/>	(b) 英文運用 Use of English	<input type="checkbox"/>
-------------------------	--------------------------	-------------------------	--------------------------

(II) 如已在2006年12月或以後舉行的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 for the following CRE paper(s) has been obtained from December 2006 onwards.

(c) 能力傾向測試 Aptitude Test	<input type="checkbox"/>
--------------------------	--------------------------

(III) 如已另行報考於2023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 2023 or outside Hong Kong in December 2023.

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"/>
---------------------	--------------------------	---------------------	--------------------------	----------------------	--------------------------

(8) **基本法及香港國安法測試成績 Results of Basic Law and National Security Law Test (BLNST)**

(I) 如已在2022年6月或以後舉行的基本法及香港國安法測試 (學位/專業程度職系) 中取得及格成績，請在方格內加上“✓”號。
 Please insert a “✓” in the box if a pass result has been obtained in the BLNST (Degree/ Professional Grades) held from June 2022 onwards.

(II) 如已另行報考於2023年10月在香港或12月在香港以外地區與綜合招聘考試同日舉行的基本法及香港國安法測試 (學位/專業程度職系)，請在方格內加上“✓”號。
 Please insert a “✓” in the box if you **have filed a separate application** for the BLNST (Degree / Professional Grades) to be held alongside the CRE in Hong Kong in October 2023 or outside Hong Kong in December 2023.

(9) 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 (如屬政府部門， 請於部門名稱前加上「#」號) Name of Firm / Organisation / Government Bureau / Department (Please add “#” before the name of 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

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

如果你曾全職工作，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 (可自行選擇是否填寫): Monthly Salary (Optional): 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
Public Relations / Advertising / Marketing |
| B - 行政/政策 Administration / Policy | I - 資訊科技/技術支援
Information Technology / Technical Support | O - 社會/社區服務 Social / Community Service |
| C - 公務員 Civil Service | J - 保險/投資 Insurance / Investment | P - 貿易/金融/經濟/工業
Trade / Finance / Economic / Industry |
| D - 教育/培訓 Education / Training | K - 法律服務 Legal Service | Q - 交通運輸 Transportation |
| E - 工程/建築 Engineering / Construction | L - 傳播媒體/出版 Media / Publishing | R - 其他 Others |
| F - 環境 Environment | M - 醫療服務 Medical Service | |
| G - 行政/資源管理
Executive / Resource 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 (如屬政府部門， 請於部門名稱前加上「#」號) Name of Firm / Organisation / Government Bureau / Department (Please add “#” before the name of 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

你曾否經香港或香港以外的法庭判定有罪？
 Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong? 是 否
 Yes No

如經判定有罪，請列明詳情
 If yes, please give details _____

(註：請參閱《罪犯自新條例》(第297章) (該條例)。請特別留意該條例第4(2)(c)條及附表所載的例外規定。該條例第4(2)(c)條規定，第2(1)及(1A)條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內，包括“正由或將由薪俸在總薪級表第27薪點或以上的人員出任的職位”。舉例說，如你正申請總薪級表第25至33薪點的職位，因這個職位將由薪俸在總薪級表第27薪點或以上的人員出任，所以第2(1)及(1A)條給予已自新人士的保障並不適用，你必須對曾被判有罪行的所有罪行 (如有的話) 作出聲明，否則將不獲考慮聘任。如你對申請職位的薪級表有疑問，請向有關的招聘職系或部門查詢。)
 (Note: Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) (“the Ordinance”). Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance. Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance which include ‘any office occupied, or to be occupied, by an officer on or above Point 27 on the Master Pay Scale (“MPS”)’. For example, if you are applying for a post with pay scale from MPS Point 25 to 33, since this post will be occupied by an officer on or above MPS 27, the protection of rehabilitated persons under the provision of section 2(1) and (1A) will not be applicable to this case and all offences (if any) of which you have been found guilty must be declared. Failure to do so may exclude you from the appointment. If you are not certain about the pay scale of the post you are applying for, please consult the recruiting grade/ department.)

如屬在職或曾任職政府人員，請填妥下列各部分 -

If you are serving/have served in the HKSAR Government, please complete the following parts -

請在方格內填寫你的聘用條款編號：

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

適用於曾任職政府人員的編號 The code for former 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

- 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

你曾否簽署聲明，擁護《中華人民共和國香港特別行政區基本法》，效忠中華人民共和國香港特別行政區（“香港特區”），盡忠職守和對香港特區政府負責？

是 否
Yes No

Have you signed a declaration that you will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR"), be dedicated to your duties and be responsible to the HKSAR Government?

(註：所有中華人民共和國香港特別行政區政府（“香港特區政府”）的公務員及按非公務員聘用條款聘用的政府僱員均須簽署聲明，擁護《中華人民共和國香港特別行政區基本法》，效忠中華人民共和國香港特別行政區，盡忠職守和對香港特區政府負責。)

(Note: All civil servants of the Government of the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR Government") and Government staff appointed on non-civil service terms are required to sign a declaration that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China, be dedicated to their duties and be responsible to the HKSAR Government.)

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？

是 否
Yes No

Are you an Executive Officer, Labour Officer, Management Services Officer or Trade Officer currently employed by the HKSAR Government on civil service 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文書主任職系人員或私人秘書職系人員？

是 否
Yes No

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

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)

你在政府任職期間曾否有任何違反紀律的紀錄？

Do you have any previous record(s) of disciplinary offence whilst in employment with the Government?

有 沒有
Yes 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

選擇暫定於2023年12月2日在香港以外的試場應考政務主任/行政主任/勞工事務主任/貿易主任/管理參議主任/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 the Joint Administrative Officer / Executive Officer / Labour Officer / Trade Officer / Management Services Officer / Transport Officer Recruitment Examination to be held tentatively on 2 December 2023 (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".

城市代號 Codes for Cities

請填上你選擇應考的城市代號

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

8 - 上海
Shanghai

(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 an applicant with a disability?

是 否
Yes 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 and need special arrangement for taking the recruitment examination(s), please specify the special arrangement required

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 and need special arrangement for attending interview(s), please specify the special arrangement required

(註： 政府在遴選時對殘疾人士及其他申請人一視同仁。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).)

D部 Section D

(註： 請在下列所有方格內加上“√”號，表示你已閱讀，明白及接受此D部所列明之所有條件，否則你的申請將不獲處理。)

(Note: Please insert a “√” in all the boxes below to indicate that you have read, understood and accepted all conditions specified at this Section D. Otherwise, your application will not be processed further.)

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）。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門/當局/機構。就我的職位申請，我也同意當有需要時，可套取我的指紋以核實我的犯罪紀錄。

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). I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/authorities/agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

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，以及其他與僱用和人力資源管理有關的事宜，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 recruitment, other employment-related and human resource management-related purposes, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date

簽署 Signature

香港政府公函 ON GOVERNMENT SERVICE

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

姓名
Name

地址
Address

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

CSB 606A (Rev. 9/2023)

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

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／藍色墨水筆或原子筆填寫本表格。如以中文填寫，請以正楷填寫各項。如以英文填寫，請以大寫字母填寫各項。
- (c) 你須填妥申請書各項，並提供正確資料。如空位不敷填寫，你應於另頁詳列有關資料，隨申請書附上。
- (d) 你必須填妥申請書內要求提供的所有個人資料，但註明是「可選擇是否填寫」的資料則屬例外。招聘職系／部門可能要求你就特定項目提供詳細資料，以支持申請有關職位。你必須參閱招聘廣告內列出的有關要求填寫本申請書。如你未能提供所要求的所有資料，或所提供的資料未能清楚顯示你具備所申請職位規定最低碼的入職要求或其他條件，申請書將不獲處理。
- (e) 你在本申請書內所提供的個人資料，將用於招聘工作，以及其他與僱用和人力資源管理有關的事宜上。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24個月全部銷毀。
- (f) **所有申請人均無須於現階段夾附任何文憑／證書、成績單或其他資歷證明文件的正本或副本。**
- (g) 填妥本申請書後，你應保留副本一份，作個人參考之用。
- (h) 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。
- (i) 你必須填妥此申請書並在截止申請日期或以前經下列其中一個方式遞交申請—
- (1) 透過公務員事務局網頁(www.csb.gov.hk)的網上申請系統；或
- (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)。為避免郵件無法成功派遞，請確保信封上已清楚寫上正確地址及已支付足夠郵資。郵資不足的郵件將不會派遞至本局，並會由香港郵政按情況退還寄件人或銷毀。你須自行承擔因未有支付足夠郵資而引致的任何後果。
- 以傳真或電郵方式提交的申請書將**不獲處理**。
- (j) 在截止申請日期後遞交或未完成的申請書將**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而非常繁忙，以致你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，你應盡早遞交申請。
- (k) 遞交申請書後，本申請書內所提供的資料(包括你的香港特別行政區永久性居民的身份)如有任何更改時，你必須通知招聘職系／部門。
- (l) 招聘職系／部門可能會以你於本申請書中所提供的電郵地址作聯絡之用及／或(如認為合適)向該電郵地址發出聘書。你應經常及定期查閱你的電郵帳戶(包括垃圾郵件箱、群發郵件箱及雜件郵箱)。如你未能及時依照招聘職系／部門發出的電郵指示行事，你的申請書將不獲受理或任何已發出的聘書將自動失效。
- (m) 遞交申請書後，如欲更改或查閱個人資料，或有任何查詢，請聯絡以下部門—
- | | |
|------------|--|
| 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_recruitment@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：(852) 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) |
| 二級管理參議主任 | 創新科技及工業局效率促進辦公室
(地址：九龍長沙灣東京街西3號庫務大樓14樓／電話：(852) 2165 7336／電郵地址：recruitment@effo.gov.hk) |
| 二級運輸主任 | 運輸署人事組
(地址：九龍油麻地海庭道11號西九龍政府合署南座10樓／電話：(852) 3842 5563／電郵地址：tdprapt@td.gov.hk) |

II. 政務主任／行政主任／勞工事務主任／貿易主任／管理參議主任／運輸主任聯合招聘考試(下稱聯合招聘考試)

- (a) 合資格的申請人，如已具備所需的綜合招聘考試成績或同等成績，會獲安排於香港或他們選擇的城市應考聯合招聘考試。如申請人現時仍未有所需的綜合招聘考試成績或同等成績，則會被安排在聯合招聘考試當日或2023年12月內的其他日期參加相關的綜合招聘考試，而其申請只會在申請人取得在招聘廣告內所述的成績後方獲處理。
- [註：在香港及香港以外地區舉行的聯合招聘考試，暫定於2023年12月2日舉行。如有需要，公務員考試組會因應有關情況調整考試安排。有關聯合招聘考試的最新安排會在公務員事務局網頁(www.csb.gov.hk)內公布。]
- (b) 政府會測試所有應徵公務員職位人士的《基本法》及《香港國安法》知識。在基本法及香港國安法測試(學位／專業程度職系)取得及格成績是學位或專業程度公務員職位的入職條件。申請人必須在基本法及香港國安法測試(學位／專業程度職系)中取得及格成績方會獲考慮聘用。申請人如在20題中答對10題或以上，會被視為取得基本法及香港國安法測試的及格成績。此外，如申請人在申請時仍未參加相關的基本法及香港國安法測試或未曾於相關的基本法及香港國安法測試考獲及格成績，仍可作出申請，他們會被安排在聯合招聘考試當日或2023年12月內的其他日期參加相關的基本法及香港國安法測試。
- (c) 合資格申請人如果於2023年11月20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或電郵至csbcsou@csb.gov.hk與公務員考試組聯絡。
- (d) 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／二級管理參議主任／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)；及
- (3) 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，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 black or blue ink. For entries to be completed in English, please write in block letters. For entries to be completed in Chinese, please write clearly.
- (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) You must provide all the personal data requested in this form, except those items clearly marked as "optional". You should particularly note that the recruiting grade/department may require you to provide specific details 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 as requested or it is not clear from the information provided that you have met the minimum entry requirements of the post(s) or other requirements specified for the job.
- (e) The personal data provided in this form will be used for recruitment, other employment-related and human resource management-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 an unsuccessful applicant will normally be destroyed by the recruiting grade/department 24 months after rejection of the applicant's application.
- (f) **At this stage of application, ALL applicants are NOT required to attach any originals/copies** of diplomas/certificates, transcripts and other qualification documents issued by the academic institutions.
- (g) You are advised to make a photocopy of the completed application form for your own reference.
- (h) 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(s) being applied for.
- (i) All completed applications must be submitted on or before the deadline for application **via one of the following means:-**
- through on-line facilities on the Civil Service Bureau homepage at www.csb.gov.hk; or
 - 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). **To avoid unsuccessful delivery of mail items, please ensure that the address on the envelope is clear and correct and sufficient postage has been paid. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage.**

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

- (j) Late or incomplete 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 in time. You are therefore advised to submit your application as early as possible.
- (k) You are required to notify the recruiting grade/department if there are any subsequent changes to the information provided, including any change to your permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (l) The recruiting grade/department may communicate and/or, if deemed fit, offer appointment to you via the email address provided in this application form. You are advised to frequently and periodically check your email account (including the folders for spam, bulk and junk mails). If you fail to act in time in accordance with any email instructions from the recruiting grade/department, your application will not be considered or any offer of appointment will automatically lapse.
- (m) 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_recruitment@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: (852) 2852 3609 / E-mail address: recruitment@labour.gov.hk) |
| Assistant Trade Officer II | Trade Officer Grade Management, 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) |
| Management Services Officer II | Efficiency Office, Innovation, Technology and Industry Bureau (Address: 14/F., Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon. / Telephone Number: (852) 2165 7336 / E-mail address: recruitment@effo.gov.hk) |
| Transport Officer II | Personnel Section, Transport Department (Address: 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon / Telephone Number: (852) 3842 5563 / E-mail address: tdprppt@td.gov.hk) |

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

- (a) Eligible applicants with the requisite Common Recruitment Examination (CRE) results, or equivalent, will be arranged to sit the JRE in accordance with their choice of examination centres in or outside Hong Kong. As for applicants who do not possess the requisite CRE or equivalent results, they will be arranged to take the relevant CRE on the same day of JRE or another date within December 2023. Their applications will be processed subject to their obtaining the requisite results as stipulated in the recruitment advertisement.
- [Note: The JRE to be held in Hong Kong and cities outside Hong Kong is tentatively scheduled for 2 December 2023. If the situation warrants, the Civil Service Examinations Unit will adjust the arrangements for the examination. Any updates of the JRE arrangements will be announced on the Civil Service Bureau homepage at www.csb.gov.hk]*
- (b) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. Attaining a pass result in the Basic Law and National Security Law Test (BLNST) (Degree/Professional Grades) is an entry requirement for civil service jobs requiring degree / professional qualifications. Only those candidates who have passed the BLNST will be considered for appointment. Answering at least 10 out of 20 questions correct will be deemed to have a pass result in BLNST (Degree / Professional Grades). For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the post(s) and arrangements will be made for them to take the relevant BLNST on the same day of JRE or another date within December 2023.
- (c) Eligible applicants 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 20 November 2023.
- (d) 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; and
- submitted only one application, regardless of the number of posts applied for, and no matter whether 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／二級助理勞工事務主任／二級助理貿易主任／二級管理參議主任／二級運輸主任的職位申請書。合資格申請人如果於**2023年11月20日**仍未收到有關暫定於2023年12月2日舉行的聯合招聘考試詳情的電郵，必須立即致電 (852) 2537 6429 或電郵至 csbcseu@csb.gov.hk 與公務員考試組聯絡。

Your application for employment as an Administrative Officer / Executive Officer II / Assistant Labour Officer II / Assistant Trade Officer II / Management Services Officer II / Transport Officer II has been received. Eligible applicants 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 JRE to be held tentatively on 2 December 2023 **by 20 November 2023**.

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).)

香港添馬添美道 2 號

Civil Service Bureau

政府總部西翼 7樓 722室

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

公務員事務局

2 Tim Mei Avenue, Tamar, Hong Kong