



申诉专员公署
OFFICE OF THE OMBUDSMAN
职位申请书
Application Form for Employment

申请人须知
Notes for Applicants

1. 申请书须送达**中环邮政总局邮箱 3300 号**申诉专员公署。信封面请注明「申请职位」。
Application should reach the Office of The Ombudsman at **G.P.O. Box No. 3300, Hong Kong**. Please mark “Post Application” on the envelope.
2. 申请人必须填写本申请书所有部分，并确保所提供资料正确无误。**申请人须夹附证书及修业成绩表副本，以证明具备报称的学历及工作经验。**如空位不敷应用，请另页详列有关资料，并夹附于本申请书。
Please ensure that all parts in the form are completed and the information is correct. **Copies of certificates and transcripts in support of academic qualifications and working experience should accompany the completed application.** If there is insufficient space, please give details on a separate sheet to be attached to the application form.
3. 本署通常**不会**发出认收申请书函件，如欲收到本署的认收函件，请随申请书夹附写上申请人姓名、地址及贴足邮票的回邮信封。
This Office normally will not issue acknowledgement of your application. If you need an acknowledgement, please enclose a stamped, self-addressed envelope with your application.
4. 申请人如未能提供全部所需的资料，或所填写的资料未能清楚显示申请人具备有关职位所需的最低资历、培训、经验或其它条件，申请将**不获**处理。
Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
5. 本署将于遴选期间要求申请人出示有关身份及资历文件的正本以作查核。
Applicants will be required during the recruitment process to produce original/certified true copies of all documents pertaining to their identification, qualifications and working experience for verification.
6. 申请人所提供的资料，将用于招聘工作及其它与雇用有关的事宜。有关数据可能送交获授权处理有关资料的政府部门及其它组织或机构，用以进行与申诉专员公署招聘工作及雇用有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。在一般情况下，未获取录申请者的数据，将于招聘程序完成后两年全部销毁。
The information supplied will be used for appointment 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 Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Information on unsuccessful applicants will normally be destroyed after two years on completion of the recruitment exercise.
7. 提交申请书后，本申请书内所提供的数据如有任何更改，申请人须通知本署。
You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.
8. 申请人提交申请书后，如欲改正或查阅个人资料，或查询与招聘有关的事宜，请与本署高级行政主任（人事）联络（电话号码：2629 0423）。
For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact Senior Manager (Personnel) of this Office at 2629 0423.



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申请职位 Position applied for	从何处得悉此职位空缺 Source of information about this vacancy
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I 个人资料 Personal Particulars

英文姓名 Name in English	称谓 Title	姓氏 Surname	名字 Given names
中文姓名 Name in Chinese		出生年份 Year of birth	香港身份证/护照号码* HK ID Card/ Passport No.*
地址 Address		电话号码 Tel. No.	住宅 Residence 办事处 Office
		手提 Mobile 电邮地址 Email	

*请删去不适用者 Please delete where appropriate

II 学历 (请按日期倒序列出) Academic Attainment (in reverse chronological order)

学校/书院/大学/学院/颁发机构 (例如: 香港考试局) School/ College/ University/ Institute/ Issuing Authority (e.g. Hong Kong Examinations Authority)	学历 (包括等级、主修、副修科目等) (例如: 香港中学会考五科及格) Qualifications (including Grade, Major, Minor, etc) (e.g. 5 passes in Hong Kong Certificate of Education Examination)	颁发日期 (月/年) Date Issued (Month/Year)

III 语文科目成绩(包括海外考试) Results in Language Subjects (including overseas examinations)

中文科 Chinese Language Subject

公开考试 Public Examination	最佳成绩 Best Results Obtained	颁发年份 Year of Award
(i) 香港中学会考 Hong Kong Certificate of Education Examination		
(ii) 香港高级程度会考 (高级程度 / 高级补充程度) Hong Kong Advanced Level Examination (A-level/AS-level)		
(iii) 其它公开考试 (请列明) Other Public Examinations (Please specify)		

英文科 Chinese Language Subject

公开考试 Public Examination	最佳成绩 Best Results Obtained	颁发年份 Year of Award
(i) 香港中学会考 Hong Kong Certificate of Education Examination		
(ii) 香港高级程度会考 (高级程度 / 高级补充程度) Hong Kong Advanced Level Examination (A-level/AS-level)		
(iii) 其它公开考试 (请列明) Other Public Examinations (Please specify)		

IV 专业资格 (请按日期倒序列出) Professional Qualifications (in reverse chronological order)

颁发机构 (全名) Issuing Authority (Full name)	专业资格 Qualification/Membership	获取途径 (如考试、推选等) Channel of Award (e.g. examination, election)	颁授日期 (月 / 年) Date of Award (Month/Year)

V 现时 (或最近期) 职位 Present (or Last) Appointment

雇主名称 Employer's name	业务性质 Nature of business
职位 Position held	所督导的员工人数及职级 Number and rank supervised
基本薪金 Basic salary	
其它薪酬 (花红、津贴、酬金等) Other emoluments (bonus, allowances, gratuity etc)	
聘任日期 Date appointed	离职所需的通知时间 Resignation notice required
离职日期及原因 (如适用者) Date left and reason for leaving (if applicable)	
主要职责 Major responsibilities	

VI 过往就业详情（请按日期倒序列出） Previous Appointments (in reverse chronological order)

雇主名称 Name of employer	职位 Position held	最后支取薪金 Last salary	全职或兼职 Full time or Part time	日期（月／年） Date (Month/Year)	
				由 From	至 To

VII 义务工作 Voluntary Service

机构名称 Name of Organisation/Agency	职位 Position held	日期（月／年） Date (Month/Year)	
		由 From	至 To

VIII 其它数据 Other Information

<p>(a) 请列出与申请职位有关之其它专长及数据（如计算机知识、通晓语言、中英文打字速度等）。</p> <p>Please state any other relevant skills or information which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.)</p>
<p>(b) 申请人如为残疾人士，请注明残疾的性质及程度，以及在参加考试／面试需要的特别安排。（可选择是否填写本栏）</p> <p>In the case of a candidate with disability, please indicate nature and degree of disability, and specify any special arrangement required for taking the examination/attending an interview. (Optional)</p>

(注：本署在遴选时对残疾人士及其它申请人会一视同仁，并以公平、公正的方式处理申请。 Note: Candidates with a disability will be considered on equal terms with other applicants and their suitability would be assessed in a fair and impartial manner.)

IX 声明 Declaration

- (a) 本人明白，倘若故意虚报资料或隐瞒重要事实，可令本人丧失获申诉专员录用的资格；即使已获申诉专员录用，亦可遭解雇。

I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by The Ombudsman or to dismissal, if already employed by The Ombudsman.

- (b) 本人同意申诉专员可就与申诉专员公署的招聘工作及雇用有关的事宜，以及为核实上述数据，进行必要的查询。本人授权政府所有部门及其它组织或机构可就这些查询，透露任何有关的记录及数据（其中包括：在提出聘任前，向本人的现时及／或前雇主及／或咨询人索取推荐书；向有关当局／机构／医护人员索取本人的体格检查报告、医事委员会报告或诊疗记录，并将有关数据送交其它当局／机构／医护人员；以及向有关院校／机构查询本人的学术／专业资格和索取有关记录，并将有关数据送交其它当局／机构进行学历评审）。

I consent to The Ombudsman making any necessary enquiries for purposes relating to recruitment by and employment with The Ombudsman 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 from my current and/or previous employer(s) and/or referees 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 institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).

- (c) 本人明白并同意，如有需要，上述资料会送交获授权处理有关数据的政府部门及其它组织或机构，用以进行与申诉专员公署招聘工作及雇用有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。

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 Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date

签署 Signature
