



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Employment Application Form 職位申請表

(Administrative/Executive/Professional, Research & General Staff Grades)

(行政/執行/專業人員、研究員及一般員工職位適用)

- Notes: 注意
- This form should be completed clearly and returned by mail to the **Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong**, together with photocopies of your credentials. These copies are not returnable. Applicants will be requested to produce original copies for verification in due course. Please use a separate sheet for further details or explanations where necessary and complete the form in English as far as possible.
請將填妥的表格，連同學歷/專業資格證書副本，寄回香港九龍塘香港浸會大學人事部。所有證書副本將不予以退還，申請人須於日後呈交正本予以參照。如本表格不敷填寫，請用另紙。請盡可能以英文填寫。
 - The information provided will be used for consideration of appointment and other employment-related administration at the Hong Kong Baptist University. It may be provided to departments/offices or persons, where applicable, authorized to process the information for purposes relating to appointment.
申請人所填報之資料，將用作香港浸會大學員工招聘及其他有關的僱傭事宜。有關資料，將會提供予獲授權處理員工招聘的部門/單位或人員，以完成有關招聘程序。
 - Please ensure that all parts in the form are completed and the information is accurate. Incomplete application forms may not be processed.
此申請表格內之各項資料必須全部準確填報，否則不予以辦理。
 - For access to and correction of personal data after submission of this application, please write to the **Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong**; and quote the PR Reference No. in your correspondence.
遞交此申請表後，如需更改資料，請致函香港九龍塘香港浸會大學人事部，並請註明職位空缺編號 (PR No.)。
 - Applicants not invited for interview after 8 weeks from the closing date may consider their applications unsuccessful. 如截止申請日期後 8 星期內未獲面試通知則作落選論。

PR Ref. No. 編號	Post Applied for 申請職位	Department/Office 系別 / 部門	Date Available 可以履職日期
PR _ _ _ / _ _ - _ _			

I. PERSONAL PARTICULARS 個人資料

Name in English 英文姓名 (Surname first 姓先行)	Name in Chinese 中文姓名
Titles: *Dr./Mr./Mrs./Ms./Miss 稱謂: *博士/先生/太太/女士/小姐	
Correspondence Address 通訊地址	Office Tel. 辦事處電話
	Res. Tel. 住宅電話
	*Mobile Phone/Pager No. 手提電話/傳呼號碼
E-mail 電郵地址	Fax No. 傳真號碼
* Hong Kong Identity Card/Passport No. 香港身份證 / 護照號碼	Date of Birth 出生日期
Languages & Dialects 語言及方言 Written 書寫: _____ Spoken 言談: _____	

* Please delete as inappropriate 請將不適用者刪去

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Have you ever served in Hong Kong Baptist University?

yes 有

no 否

台端曾否在香港浸會大學服務?

If yes, please fill in 若是，請填

Dept./Office 系別 / 部門 _____

Position 職位 _____

Period of Service 服務期 From 由: _____ To 至: _____

VII. REFERENCES 諮詢

A. Name and address of your present employer (if presently self-employed or unemployed, give those of your last employer):

現職僱主名稱及地址 (如現時是自僱或未有任職則請填最近之僱主) :

HONG KONG BAPTIST UNIVERSITY would not approach your present employer initially without your permission. However, reference **WILL BE SOUGHT** once it has been decided that, subject to this reference, the appointment will be offered to you. Please state whether or not we may seek this reference **NOW**: *Yes/No

香港浸會大學未經 台端同意前不會向現任僱主作任何諮詢，但一經決定聘請便需諮詢才獲錄用。請說明在現階段可否諮詢 台端之僱主： *可 / 否

B. Name and address of one referee (preferably your former supervisor/teacher) who can comment on your academic/professional suitability for the post.

請開列一位人士 (盡可能是 台端以前的主管或教師) 以便大學就 台端之學歷 / 專業經驗向其作出諮詢。

Name 姓名 _____ Position 職位 _____

Organization 機構 _____

Address 地址 _____

E-mail 電郵地址 _____ Tel. 電話 _____

VIII. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Hong Kong Baptist University to contact my personal referees as provided in Section VII above to comment on my suitability for the post applied for.

I understand that my application together with all materials I provided will be destroyed after the recruitment exercise when no longer required. I ***wish/do not wish to have this application passed to other departments/offices of the University for consideration of similar positions.**

本人茲特聲明上述資料正確無訛，並明白任何故意之虛報聲明將會導致本人被即時解僱。本人同意香港浸會大學向上述人士諮詢有關本人之學歷 / 專業經驗作為此次申請之參考。

本人明白此申請表格及所附文件將隨招聘工作完畢後予以銷毀。本人 *同意 / 不同意香港浸會大學將此申請表格送往本校其他學系 / 部門，作考慮類似的職位空缺招聘之用。

Date 日期 _____

Signature 簽名 _____