



GRATIA CHRISTIAN COLLEGE 宏恩基督教學院
Job Application Form 職位申請表

Notes for Applicants

1. This application form should be completed in block letters.
2. Please ensure that all parts in the form are completed accurately.
3. All information provided will be treated in STRICT CONFIDENCE and used for appointment and other employment-related purposes by the College. It may be disclosed to personnel, departments or agencies authorised to process the information for purposes relating to appointment. Information of unsuccessful applicants will be destroyed after the recruitment exercise.
4. Your application will not be considered if you fail to provide all information as requested.
5. For correction of or access to personal data after submission of this application, please contact the Human Resources Office and quote the post applied for.

申請者需知

1. 請填妥申請表格。
2. 請確實本表格所填寫資料正確無訛。
3. 所提供的資料將絕對保密，並將用作院校聘選及其他與僱傭有關事宜。所提供資料或會發放給處理聘選事宜之職員、部門或院校特許之代理人。未被取錄的申請者資料將於聘選過程完結後被銷毀。
4. 如未能提供所需資料，申請者將不獲考慮。
5. 申請者如欲更改或查閱填報在申請表格上的個人資料，請與人力資源處聯絡，並列出所申請職位以便安排。

Position Applied for 申請職位： _____

School/Office 部門： _____

I. PERSONAL PARTICULARS 個人資料

Name in full (English)(as on HKID)(Surname First) 英文姓名(須與香港身份證相同)(姓氏先行)		
Name (Chinese)(as on HKID) 中文姓名(須與香港身份證相同)	Title: *Prof./Dr./Mr./Mrs./Miss/Ms. 稱謂: *教授/博士/先生/太太/女士/小姐	Nationality 國籍
*HKID Card/Passport no. 香港身份證/護照號碼	Date of Birth 出生日期	Place of Birth 出生地點
Correspondence Address 通訊地址		
Residential Tel. No. 住宅電話	Office Tel. No. 辦公室電話	Mobile Phone No. 手提電話
Email Address 電郵地址		Fax No. 傳真號碼

* Please delete as appropriate 請刪除不適用者

II. EDUCATION & PROFESSIONAL TRAINING 學歷及專業訓練

From 由 mm / yyyy 月 / 年	To 至 mm / yyyy 月 / 年	Institution of Learning / Training (Please specify country, if not in HK) 院校 / 訓練機構 (如非本港，請註明所在國家)	Classes Attending / Qualifications Obtained 已獲取/將獲取的資格或學歷	Date of Award (mm / yyyy) 頒發日期 (月/年)

III. PROFESSIONAL QUALIFICATIONS / MEMBERSHIP (in chronological order) 專業資格 (按日期順序列出)

Name of Professional Institution/Issuing Authority 專業/頒發機構名稱	Qualification / Membership Obtained 所獲專業資格	Channel of Award (e.g. exam, election) 獲取途徑 (如考試、推選等)	Date of Award (mm / yyyy) 頒發日期 (月/年)

IV. WORKING EXPERIENCE (in chronological order) 工作經驗 (按日期順序列出)

From 由 mm / yyyy 月 / 年	To 至 mm / yyyy 月 / 年	Employment Institution/Organization 工作院校/機構名稱	Position 職位	Full-time / Part-time 全職 / 兼職
Period of notice of resignation required for present employment 現職離職通知期			Present / Last Basic Salary 現職 / 近職基本月薪	
Earliest date available if appointed 如獲聘用可到任日期			Other Allowances (please specify) 其他津貼(請詳細列明)	

V. OTHER INFORMATION 其他資料

Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.) 請詳列與此應徵職位有關之其他專長 (如電腦知識、通曉語言、中英文打字速度等)

VI. DECLARATION 聲明

I declare that the information given above, my curriculum vitae and relevant documents as attached are correct and complete to the best of my knowledge. I agree to produce the originals of all identification, qualification, remuneration and other relevant documents as required by the College for verification. I understand that if I knowingly supply false information or withhold any relevant information, Gratia Christian College has the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the College.

本人謹聲明以上所提供之資料、所附履歷表及相關文件均屬真實並為完整，並同意提供有關本人身份、資歷、薪酬及其他相關文件之正本予院校查核。本人明白倘若故意虛報資料或隱瞞任何相關資料，宏恩基督教學院可取消已發出之口頭或書面聘約，或縱使本人已獲聘任仍會被解僱。

Applicant's Signature 申請者簽署 _____ Date 日期 _____