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**APPLICATION FORM FOR NON-ACADEMIC POSTS#**

**非教學職級職位申請表#**

# Serving full-time non-academic staff (excluding those employed on temporary terms) should use the application form HR Form 7(S)

# 現任的全職非教學員工(臨時員工除外) 請填寫申請表 HR Form 7(S)

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| **NOTES TO APPLICANTS** 注意事項  1. Please return the completed application form to the Human Resources Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong by post or email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk).  請將填妥之申請表格郵寄香港九龍紅磡香港理工大學人力資源處收或發送電郵至 [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk)。   1. Please attach photocopies of certificates, transcripts and other relevant documents to support information given in your application. These copies are not returnable and will be verified in due course.   申請人須隨申請表夾附所有證書、成績單及其他有關文件的副本，以證明申請表內所填報的資料正確無誤。所有證件副本將不予退還，並須於日後呈交正本作核對。   1. If the application is submitted via email, please combine all documents, e.g. covering letter, curriculum vitae and attachments, into one or two files in either “pdf” or “MS Word” format.   若以電郵遞交申請，請將所有文件，如信函、簡歷和附件，合併成一個或兩個"pdf" 或 "MS Word" 的格式檔案。   1. All information given in this form will be treated in **STRICT CONFIDENCE**.   所有申請資料將**絕對保密**。   1. The personal data in relation to your application will be used by The Hong Kong Polytechnic University (the University) to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices of the University, and/or any internal/external assessors, where applicable, authorised by the University to process the information for purposes relating to the collection of such information.   大學在招聘職員時所收集的個人資料，將會用作評估申請人是否適合擔任所申請的職位。如有需要，有關資料可能會送交負責處理有關資料的部門 / 辦事處及 / 或其他校內 / 校外的評審員，以辦理與招聘有關的事宜。   1. All unsuccessful applications will be disposed of as soon as practicable and not later than six months after completion of the relevant recruitment exercises.   落選者的申請表會於招聘過程完成後六個月内盡快銷毀。   1. Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.   申請人必須填妥職位申請表上所有項目及提供完整資料，以便進行評選。申請人如不提供此等資料，可能會對申請程序及結果構成影響。   1. Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Director of Human Resources, Human Resources Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.   根據《個人資料(私隱)條例》，申請人可要求查閱及 / 或改正所填報的個人資料。如欲行使這項權利，請致函香港九龍紅磡香港理工大學人力資源處人力資源總監。 | | | |
| Post applied for  申請職位名稱 |  | Post Ref. No.  申請職位編號 |  |
| Department  部門 |  | | |
| I learned of this vacancy from  從何處得悉此職位空缺 |  | | |

**I PERSONAL PARTICULARS**

**個人資料**

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| --- | --- | --- | --- | --- |
| Name in English  英文姓名 | Surname  姓氏 |  | Given Name (in full)  名字 |  |
| Name in Chinese (if applicable)  中文姓名 (如適用) |  | | Title  稱謂 | \*Dr / Mr / Mrs / Ms / Miss  \*博士/先生/夫人/女士/小姐 |
| \*HKID Card / Passport No.  \*香港身份證 / 護照號碼 |  | | Telephone No.  電話號碼 |  |
| Correspondence Address  通訊地址 |  | | Email Address  電郵地址 |  |

**II ACADEMIC QUALIFICATION** (in chronological order)

**學歷** (按獲取資格先後順序列出)

|  |  |  |
| --- | --- | --- |
| Qualification Attained (Specify subjects and grades)  所達學歷 (請列明所修科目及成績等級) | Conferring Institution  頒授學院 | Date of Award (Month/Year)  獲取日期 (月/年) |
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**III PROFESSIONAL QUALIFICATION AND LICENCE** (in chronological order)

**專業資格及牌照**(按獲取資格先後順序列出)

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Qualification Attained/Licence  所達專業資格/牌照 | Conferring Organisation  頒授機構 | How was it obtained  (e.g. by examination)  如何獲取 (例如:考試) | Date of Award (Month/Year)  獲取日期 (月/年) |
|  |  |  |  |

**IV APPOINTMENTS HELD** (in chronological order)

**現任職位及過去工作經驗** (按任職先後順序列出)

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| --- | --- | --- | --- | --- |
| Date (Month/Year)  日期 (月/年) | | Organisation  機構 | Post Title and Nature (For part-time appointment, please specify)  職銜及工作性質 (如屬兼職，請註明) | |
| From 由 | To 至 |
|  |  |  |  | |
| **V FURTHER DETAILS ON PRESENT/MOST RECENT EMPLOYMENT**  **有關現時 / 最近期聘用資料** | | | | |
| Earliest available date  最早上任日期 | | | |  |
| \* Present / Last Monthly Salary (HK$) x ( ) months per year  \* 現職/近期職位每月薪酬 (港幣)x ( )月/每年 | | | |  |
| Date of last salary revision  最近之薪酬調整日期 | | | |  |
| Other allowances (please specify nature of each allowance and amount)  其他津貼(請註明所領取每類津貼之名稱及金額) | | | |  |
| Expected monthly salary (HK$)  要求每月薪酬 (港幣) | | | |  |
| Staff Number \*Former PolyU staff / Serving PolyU staff 職員號碼 \*理大前任僱員 / 理大現任僱員 | | | |  |

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| **VI OTHER INFORMATION**  **其他資料** | | | |
| Do you have a close relationship with any serving PolyU staff (e.g. spouse, relative, close friend, former colleague)? \* Yes / No  你是否與任何理大的現任僱員有密切關係(例如：配偶、親屬、密友、前同事)? \* 是 / 否  If yes, please provide details below:  如是，請提供以下資料： | | | |
| Name  姓名 | Post  職位 | Department  部門 | Relationship  關係 |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **VII REFEREE** (The referee should be your current or recent employer.)  **諮詢人** (諮詢人需為申請人之現職或近期僱主) | | | | | | | |
| Name  姓名 | |  | | | | | |
| Post Title and Organisation  職銜及機構 | |  | | | | | |
| \* Correspondence Address / Email Address / Fax No.  \* 地址 / 電郵地址 / 傳真 | |  | | | | | |
| Your relationship with the referee  與諮詢人關係 | |  | | Telephone No.  電話號碼 | |  | |
| **VIII DECLARATION**  **聲明** | | | | | | | |
| 1. I declare that the information given above is true, accurate and complete to the best of my knowledge. I understand that if I give any false information or withhold any relevant information, I shall render myself liable to disqualification for appointment or dismissal after appointment by The Hong Kong Polytechnic University.  本人謹聲明以上提供之資料全屬確實無訛。本人明白倘若在填寫本申請表時虛報資料或隱瞞重要事實，可令本人喪失獲香港理工大學錄用的資格﹔即使已獲錄用，亦可遭終止聘用。   1. In connection with my application for the above-mentioned post, I hereby authorise The Hong Kong Polytechnic University to seek information from the above referee \*upon receipt of my application / only after the University has offered an appointment to me.   就本人所申請之職位，本人現授權香港理工大學\*現時 / 在與本人商討提出聘用後，向上列之諮詢人索取有關本人之個人資料。 | | | | | | | |
| Signature:  簽署: |  | | Date:  日期: | |  | |  |
|  |
| Name:  姓名: |  | | | | | |  |
|  | | | | | | | |