



HONG KONG BAPTIST UNIVERSITY

Personal Information Collection Statement (PICS) for Recruitment

Please read the following carefully before you fill in the application form:

1. The personal data submitted by job applicants will be used by the University to assess an applicant's suitability for assuming a position he/she applies for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorised to process the information for purposes relating to the appointment, or for carrying out audit procedures that may be required from time to time.
2. Completion of all items on the form(s) is obligatory for selection purposes. Failure to provide the required data may affect the processing and outcome of the application. Applicants are also requested to attach copies of certificates, transcripts and other relevant documents to support information provided.
3. All the unsuccessful applications will be disposed of not later than six months after completion of the relevant recruitment exercise(s). When similar vacancies in the University arise during the period, applications may be transferred to another recruiting unit for consideration of employment. For successful applications, information will be transferred to staff record and further used by the University for employment or residual employment related purpose as appropriate.
4. Under the Personal Data (Privacy) Ordinance, an applicant has a right to request access to, and/or correction of his/her personal data in relation to his/her application. For such request, please complete the "Data Access Request Form" from the Office of the Privacy Commissioner website, and forward it to the Officer-in-Charge of Personnel Office of Hong Kong Baptist University; and quote the PR Reference Number. The University will charge a reasonable fee for the costs related to the data access request according to the Privacy Policy Statement < <http://www.hkbu.edu.hk/eng/about/privacy.jsp>>.

Notes:

1. All information provided will be treated in strictest confidence.
2. Please return the completed form by mail to the Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong or by email to recruit@hkbu.edu.hk.
3. Applicants not invited for interview after 8 weeks from the closing date may consider their applications unsuccessful.

個人資料收集聲明(招聘用途)

填寫此職位申請表格前請小心閱讀下列各點：

1. 申請者提供的個人資料，將會用作評核申請者是否適合擔任所申請的職位，及釐定薪酬與福利。資料會轉交至學系/部門，及/或按需要交給內部/外部評核員等合資格使用人士，作為處理與招聘有關、或進行不定期審計程序的用途。
2. 為方便遴選，請填寫表格的所有部分。未能提供所需的資料或會影響處理過程及申請結果。申請人請附證書、成績單或其它有關文件副本。
3. 未獲取錄申請人的資料，將於招聘程序完成後 6 個月內全部銷毀。期間大學如有其他類似空缺，申請資料或會轉交至另一招聘單位考慮。成功獲取錄申請人的資料，會被轉移至僱員檔案，並將應用於處理有關在職期間之僱傭事宜或處理僱員離職後的任何與僱傭有關的事宜(如適用)。
4. 按照個人資料(私隱)條例，申請人有權查閱及/或更正申請文件內的個人資料。如有需要，請使用個人資料私隱專員公署網頁上的「查閱資料要求表格」，註明 PR 編號，並交回香港浸會大學人事處統籌主任。大會根據私隱政策聲明 <<http://www.hkbu.edu.hk/tch/about/privacy.jsp>> 就申請人查閱資料的要求收取合理的費用以支付有關要求所產生的費用。

注意：

1. 所有資料將**絕對保密**。
2. 請將填妥之表格寄回**香港九龍塘香港浸會大學人事處**或電郵至 recruit@hkbu.edu.hk。
3. 如截止申請日期後 8 星期內未獲面試通知則作落選論。



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)

PR Ref. No. 空缺編號	Post Applied for 申請職位	Department/Office 學系/部門	Date Available 可履任日期
PR _ _ _ / _ _ - _ _			

Ia. PERSONAL PARTICULARS 個人資料

Surname 英文姓氏 <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss 博士 先生 太太 女士 小姐	Other Name 英文名字	Name in Chinese 中文姓名
Correspondence Address 通訊地址		Off. Tel. 辦公室電話
		Res. Tel. 住宅電話
		*Mobile Phone/Pager No. *手提電話/傳呼號碼
E-mail Address 電郵地址		Fax No. 傳真號碼
*Hong Kong Identity Card/Passport Number *香港身份證/護照號碼		Date of Birth 出生日期

Language(s) Used 可操的語言		Your own Assessment 語文能力	
		Written 書寫	Spoken 言談
First Language 第一語言			
Other Language(s) 其他語言			

Ib. FOR OVERSEAS APPLICANTS ONLY 海外申請者填寫

a.	If you are currently in Hong Kong, what kind of visa have you obtained from the Hong Kong Government: 如你在香港，所獲香港政府簽發的簽證為：
	<input type="checkbox"/> Employment Visa 工作簽證 <input type="checkbox"/> Dependant Visa 家屬簽證 <input type="checkbox"/> Others 其他 _____
b.	Visa Reference 簽證編號： _____
c.	Visa Expiry Date 簽證到期日： _____

VII. RELATIONSHIP WITH HONG KONG BAPTIST UNIVERSITY 與香港浸會大學的關係

Have you ever worked in Hong Kong Baptist University? 你曾否在香港浸會大學工作?	<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 否
If yes, please fill in 若有, 請填	Dept./Office 學系/部門 _____	
	Position 職位 _____	
	Period of Service 服務期	From 由: _____ To 至: _____

Are you closely related to any staff of HKBU (e.g. relative, close friend, former colleague, etc.)? Yes 有 No 否
你是否與任何現職於香港浸會大學之僱員有緊密關係 (例如: 親屬、好朋友、前工作同事等)?

If yes, please state their names, positions and relationships to you:
如與大學僱員有緊密關係, 請列明其姓名、職位、部門及與申請者之關係:

Name 姓名	Position 職位	Department 部門	Relationship 與申請者關係

VIII. REFERENCES 諮詢人資料

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):
<p>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 香港浸會大學未經你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你的僱主: *可/否</p>
b. Name and address of one referee (preferably your former supervisor/teacher) who can comment on your academic/professional suitability for the post. 請填寫一位人士 (最好為你以前的上司或老師) 供大學就你的學歷 / 專業經驗向其作出諮詢。
Name 姓名 _____ Position 職位 _____
Organisation 機構 _____
Address 地址 _____
E-mail 電郵地址 _____ Tel. 電話 _____

IX. DECLARATION 聲明

<p>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 above to comment on my suitability for the post applied for.</p> <p>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.</p> <p>本人特此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。</p> <p>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。</p>	
Date 日期 _____	Signature 簽名 _____

* Please delete as inappropriate 請刪除不適用者