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**APPLICATION FORM FOR Freelance Writer EMPLOYMENT****外發作者/顧問職位應徵申請表**

Post applied for 申請職位:	
How did you learn about this vacant position? 得知空缺來源: (e.g. name of newspaper and website 如報章或招聘網站)	

**I. Personal Particulars 個人資料**

English Name 英文姓名:		Salutation 稱謂:	Mr.先生 / Mrs.女士 / Ms.小姐
Chinese Name 中文姓名:		Marital:婚姻狀況:	
Date of Birth 出生日期:		Nationality 籍貫:	
I.D. No. 身份證號碼:		Passport No. 簽證號碼: (if applicable 如適用)	
Residential Address 居住地址:			
Correspondence Address 通訊地址:	(If different from the address given above 如與上不同)		
Contact No. 聯絡號碼:	Home(住家)	Mobil(手提)	Office(公司)
Email address 電郵戶口:			

**II. Education and Training 學歷及專業訓練 (in chronological order 請由最近期順序列出)**

Date of Month/Year 月份/年度	School / College / University or Training Organization Attended 院校/訓練機構	Qualification Obtained (with classification if any) 考獲資格或學歷, 請註明科目及成績 (例如等級、合格、良好等)
From 由	To 至	

**III. Employment History 工作經驗 (in chronological order 請由最近期順序列出)**

Date of Month/Year 月份/年度	Name of Company 公司名稱	Position Held 職位	Responsibilities 工作性質	Latest Salary 最近薪金	Reasons for leaving 離職原因
From 由	To 至				

**IV. Professional Membership 專業資格** (if applicable, please state in chronological order 如適用,請順序列出)

Name of Issuing Authority 專業團體	Qualification / Membership Obtained 所獲專業資格	Channel of Award (e.g. examination/recommendation) 獲取途徑(如考試、推選等)	Date of Obtained (Month/Year) 頒授日期 (月份/年度)

**V. OTHER SKILLS 其他知識及技能**

Computer Applications: 電腦軟件操作							
Language(s) 語言能力	Language(s) 語言	Written 書寫			Oral 會話		
		Excellent 優異	Good 良好	Fair 普通	Excellent 優異	Good 良好	Fair 普通
	Cantonese 廣東話						
	Mandarin 普通話						
	English 英文						
	Others 其他:						
Others 其他:							

**VI. Other Information 其他資料**

Following information is provided for reference only and will not be used as critical assessment factor.  
以下資料只供內部參考用途，對職位申請並不構成重大影響。

**a)**

Are you applying / have you ever applied for other position of the Company? No / Yes (If yes, please give details of your application)	
有否曾經或同時申請本公司其他職位? 如有請列明:	

**b)**

Do you have any close relative who is being or have ever been an employer of the company? No / Yes (if yes, please give the details)	
是否有近親現職於本公司工作，如有請列明：	

**c)**

Do you have any previous record(s) of disciplinary offence (including sexual offence)? No / Yes (If yes, please specify)	
你過往有沒有犯罪紀錄(包括性罪行犯罪紀錄)? 如有請列明:	

**d)**

Have you ever, in Hong Kong or elsewhere, been declared bankrupt? No/ Yes	
閣下曾否於香港或其他地方申請破產?	

**e)**

Do you have any current condition, medical concern, or past medical history that may affect your ability to effectively carry out the duties of the position applied for? No / Yes (if yes, please briefly describe your state of health)	
閣下之健康狀況會否對於有效地執行申請職位的工作構成影響? 如有，請列明閣下之健康狀況：	

**VII. REFERENCES (Persons other than your relatives)**

諮詢(親屬以外的諮詢人)

Referee 諮詢人	Position 職位	Company 所屬公司	Address & Contact No. 地址及聯絡方法

- ✧ Please read the Declaration and Personal Data Collection Statement on the last page before submitting the completed application form. 請於提交已填妥及簽署的職位申請表前，請細心閱讀下列聲明及個人資料收集用途陳述。
- ✧ Please submit the completed application form to our Reception. 請將填妥之表格交到接待處。

### VIII. Personal Data Collection Statement (Pertaining to recruitment)& Declaration 個人資料收集招聘用途及聲明

I understand and accept that the information given above will be provided to relevant departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the CLASSROOM. I consent to the CLASSROOM making any necessary enquiries for purposes relating to recruitment by and employment with the government and for the verification of the information given above, and I authorize all government departments and other organizations or agencies to release any record or information as may be required for these enquiries to the CLASSROOM.

本人完全明白及同意提供個人資料予課室出版集團是作為申請職位之用途。本人同意課室出版集團在有需要時可將本人有關之資料轉交其他有關人士或機構使用，以協助本人申請出任該職位。本人並同意課室出版集團就上述職位申請調查本人的其他有關資料，包括向其他政府部門、機構或人士核對本人的資料，本人並同意這些政府部門、機構或人士向課室出版集團提供有關本人的資料。

I understand that if I willfully give any false information or withhold any material information in this application form. CLASSROOM shall have 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 CLASSROOM.

本人謹此聲明以上所提供之資料均屬真實，如獲聘任，本人將提供有關身份及資歷文件之正本予課室出版集團查核。本人明白倘若故意虛報資料或隱瞞重要事實，課室出版集團可不需通知及任何補償解除已發出的口頭或書面聘約，或縱使已獲聘任仍可不需任何補償即時解僱。

Available Date

可到職日期：

Expected Salary

要求薪酬待遇：

Date

日期：

Applicant's Name

應徵者姓名：

Signature

簽署：

#### 公司內部專用：

身份證副本(正本核查)

學歷證書副本(正本核查)

工作證明副本(正本核查)

車牌副本(正本核查)

到職日期：\_\_\_\_\_ 試用期：\_\_\_\_\_ 薪資：\_\_\_\_\_

職位名稱：\_\_\_\_\_

其他備註：\_\_\_\_\_