

人事記錄通知書

在向人力資源部提供個人資料之前，請閱讀本通知書

香港港安醫院—荃灣是一間提供醫療服務的私家醫院，我們的員工可能會請閣下提供相關的個人資料，作為受僱/可能受僱/工作於本院的用途。

當閣下提供這些個人資料時，請確保這些資料準確及完整。如不向我們提供所需的資料或提供錯誤/不完整的資料，閣下受僱/可能受僱/工作於本院的情況將會受到影響。

請注意，提交的個人資料可能被交予：

- 本院內的有關人士；
- 任何港安醫療機構的有關人士；
- 任何有關的政府部門/管理機構(包括稅務局和勞工處)，作為有關法例的用途和目的。

除此之外，本院只會在下述情況下把閣下的個人資料使用、透露或轉移：

- 作為受僱/可能受僱/工作於本院的用途或其他直接有關連的目的；或
- 在法律容許的情況下。

如需要將個人資料用於其他用途前，我們將先徵求閣下的同意。

未被取錄的申請人的個人資料會在有關招聘程序完結後6個月內被銷毀。

根據《個人資料(私隱)條例》，如果閣下要求查閱和/或改正個人資料，請於辦公時間內與下述部門聯絡：

人力資源部

香港港安醫院—荃灣
香港新界荃灣荃景圍 199 號

電話：2276 7363
傳真：2275 6426

Personnel Records Notice

Please read this notice before you provide any personal data to us

As a private hospital our staff may ask you to provide your personal data for purposes related to your employment/prospective employment/work with our hospital.

When you provide personal data to us, please make sure that the data is accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment/work with our hospital will be affected.

Please note that your personal data may be made available to:

- Appropriate persons in our hospital; or
- Appropriate persons in any institution under Adventist Health Hong Kong; or
- Relevant government departments/authorities including Inland Revenue Department and the Labor Department when the hospital is required to provide it under the relevant legislation.

We will only use, disclose or transfer the personal data you provide to us:

- For those purposes relating to your employment/prospective employment/work with our hospital or directly related purpose; or
- Where permitted by Law.

We will obtain your written consent before using your personal data for any other purposes.

Personal data of the unsuccessful applicants will be destroyed within 6 months upon completion of the related recruitment process.

If you wish to request access to and/or correction of your personal data you may do so in accordance with the Personal Data (Privacy) Ordinance. Please contact the following dept. during office hours:

Human Resources Department

Hong Kong Adventist Hospital – Tsuen Wan
199 Tsuen King Circuit, Tsuen Wan, N.T., Hong Kong

Tel: 2276 7363
Fax: 2275 6426

職位申請表 Employment Application Form

申請職位 _____ 要求待遇 _____ 可上班日期 _____
Post Applied: _____ Expected Salary: _____ Date Available: _____

A. 申請人資料 Applicant Particulars

姓名: (英文) Mr/ Mrs/ Ms/ Miss _____ (中文) _____ 身份證號碼 _____
Name: (in English) _____ (in Chinese) _____ HKID Card No.: _____

出生日期 日/ 月/ 年 你是否香港特別行政特區永久性居民?
Date of Birth: dd/ mm/ yy Are you a permanent resident of the HKSAR? 是 Yes 否 No
如否，請出示其他有效身份證明文件
If no, please present valid recognized identification documents

住址 Residential Address:

(英文) (in English) _____

(中文) (in Chinese) _____

電話 (住宅) _____ (流動電話) _____ 電郵地址 _____
Telephone No: (Home) _____ (Mobile) _____ Email Address: _____

B. 教育程度 Education (由現在或最近之學歷開始填寫) (Please start with the latest qualification attained)

就讀日期 Date (月/年) (Month/ Year)		曾/現就讀之學校、學院及大學 School/ Colleges/ Universities Attended/ Attending	上課方式 (例如:全日制) Mode of Attendance (e.g. Full-Time)	所得證書/ 文憑/ 學位 Certificate/ Diploma/ Degree
由 From	至 To			

C. 其他資歷 Other Qualification (由現在或最近資歷開始填寫) (Please start with the latest qualification attained)

資歷名稱 Qualification	頒發機構 Issuing Authority	所獲資格 Qualification Obtained	頒發日期 Date of Awarded

D. 工作經驗 Working Experience (由現職或最近之職位開始填寫) (Please start with the present or latest employment)

工作年期 Working Period (月/年) (Month/ Year)		服務機構名稱 Name of Company/ Organization	職位 Position Held	#現職/近職每 月基本薪金 #Present/Most Recent Basic Salary	其他津貼、花紅 及附帶福利 Other Allowances, Bonus & Fringe Benefits	離職原因 Reason for Leaving
由 From	至 To					

閣下須出示有關薪酬之證明文件正本以作核實。
Production of original salary proof will be required.

E. 其他資料 Other Information

*語文技能 Language Ability	能操語言 Spoken					能書寫語文 Written		
		英文 English	廣東話 Cantonese	普通話 Putonghua	其他(請列明) Others : _____		英文 English	中文 Chinese
	流利 Fluent					流暢 Good		
	普通 Fair					普通 Fair		
電腦技能 Computer Knowledge: _____					其他技能 Other Skills: _____			

*請在適當方格內填上✓ Please tick as appropriate

你曾否有犯罪紀錄? Do you have any criminal record?

沒有 No 有 Yes。如「有」,請列明詳情 If yes, please give details : _____

你曾否在香港港安醫院 - 荃灣/ 香港港安醫院 - 司徒拔道工作? Have you ever worked at HKAH - TW/ HKAH - SR?

沒有 No 有 Yes: 部門 Department _____; 職位 Position _____;

工作年期 Working Period 由 from _____ 至 to _____

你曾否經由代理轉介於香港港安醫院 - 荃灣/ 香港港安醫院 - 司徒拔道工作? Have you ever worked at HKAH - TW/ HKAH - SR through agency referral?

沒有 No 有 Yes: 代理公司名稱 Name of Agency _____; 部門 Department _____;

職位 Position _____; 工作年期 Working Period 由 from _____ 至 to _____

你是否有家人/親屬在港安醫院工作 Do any of your family/relative working in our Adventist Hospitals?

否 No 是 Yes: 關係 Relationship: _____; 部門/醫院 Department/Hospital _____; 職位 Position _____

你如何得知此空缺的途徑 How did you know about this job?

報紙 Newspaper: _____ 網站 Website (HKAH-TW; JobsDB; Jobmarket; Jump; CTgoodjobs; Indeed)

勞工處 Labor Dept 朋友 Friend 現職員工 姓名 Name: _____ (員工號碼 Staff No: _____)

其他 Others _____

F. 工作諮詢 Employment Reference

公司名稱 Name of Company	地址 Address	電話號碼 Telephone No.	人力資源部聯絡人 HR Contact Person	職位 Position

DECLARATION 聲明

- 本人已閱讀、明白及同意人事記錄通知書。
I have read, understood and agreed with the Personnel Records Notice.
- 本人在此聲明，本人在此申請表內所提供的資料全部正確無誤。本人明白，若所提供的資料不正確，本人將不被錄用或即使被錄用也可被解僱。
I declare that all of the information provided is true and correct. I understand that any false information is sufficient ground to disqualify the appointment or termination after employment.
- 本人現授權並同意本人的前僱主和現僱主和任何教育機構向香港港安醫院—荃灣提供本人之受僱記錄(包括薪金、其他收入及工作表現等)、學業成就和資格。本人明白所提供之資料會保密處理。
I hereby authorize and give my consent to my pervious and existing employer(s) and any educational professional institutes(s) to release information concerning my employment record (including salaries & other incomes, performance, etc), academic achievements and qualifications to Hong Kong Adventist Hospital - Tsuen Wan. I understand that this information will be treated in strictest confidence.

申請人姓名
Applicant's Name _____

身份證號碼
HKID No _____ ()

申請人簽署
Applicant's signature _____

日期
Date _____