

APPLICATION FOR THE POST OF _____
應徵職位名稱

APPLICATIONS FOR EMPLOYMENT 申請書注意事項

- Notes : (a) Please complete every item below and ensure that the information provided is accurate. If there is insufficient space, please give details on a separate sheet to be attached to this application.
各項資料必須正確填寫。如表格上空格不敷應用，請附另頁詳列有關資料。
- (b) Photocopies of academic credentials/professional qualifications should be attached to this application form. Do not send any originals of diplomas/certificates or other qualification documents.
請附上學歷/專業資格證書副本。請勿寄上任何證書正本。
- (c) The information provided will be used for appointment to the Academy and other employment-related purposes. It may be provided to internal departments or outside agencies authorised to process the information for purposes relating to appointment. Information on unsuccessful candidates will be destroyed if it is no longer required after completion of the recruitment exercise.
申請人所提供的資料，將用作招聘或其他與僱傭有關事宜，並會提供學院有關部門或其他處理招聘事宜之人士查閱。未獲取錄的應徵者資料，在甄選過程完畢後，若無需保留時即將全部銷毀。
- (d) For correction of or access to personal data after submission of this application, please contact the Human Resources Office of the Academy.
如欲更改或查閱所呈交之個人資料，請聯絡本學院人力資源處。

A. Personal Particulars 個人資料

Surname 姓氏 _____ Given Names (in full) 名字 _____

Name in Chinese 中文姓名 _____ Title : *Dr 博士 / Professor 教授 / Mr 先生 / Mrs 太太 / Ms 女士 / Miss 小姐

Date of Birth 出生日期 _____ Place of Birth 出生地點 _____

*HKID Card No. / Passport No. 香港身份證號碼 / 護照號碼 _____ Nationality 國籍 _____

Residential Address 住址 _____

Residential Telephone 住所電話 _____ Mobile Phone 流動電話 _____

Office Telephone 辦事處電話 _____ E-mail Address 電郵地址 _____

Correspondence Address 通訊地址 _____

B. Education and Training (in chronological order) 教育及訓練 (按日期順次序列出)

(Month / Year) 〔月 / 年〕		Institution of Learning / Training (including secondary schooling) 曾就讀之學校 / 訓練機構 〔包括就讀之中學〕	Qualifications obtained with classification if any 所獲學歷及證書	Date Obtained (Month / Year) 獲取日期 〔月 / 年〕
From 由	To 至			

C. Professional Qualification / Membership 專業資歷

Name of Professional Body 專業團體名稱	Qualification / Award 所獲專業資格	How obtained (e.g. by examination, election) 如何獲取 〔如考試，推選〕	Date Obtained (Month / Year) 獲取日期 〔月 / 年〕

D. Employment Record (in chronological order) 就業詳情 (按日期順次序列出)

(Month / Year) (月 / 年)		Name of Employing Organization 工作機構名稱	Full-time / Part-time 全職或兼職	Position Held and Duties 職位及工作簡述
From 由	To 至			

Present / Last Salary : HK\$ per month x Months Incremental Date (if applicable)
 現職或近職薪酬 每月 月 增薪日期 (如適用者)

Other Allowances (please specify) :
 其他津貼(請列明詳情)

Length of notice of resignation to my present employer. / If appointed, the earliest date available
 現任職位辭職所需通知期 / 如獲錄用, 可於何日上任

Expected Salary : HK\$ per month
 要求薪酬 每月

E. Criminal Records 刑事紀錄

(Note : A criminal conviction is not necessarily a barrier to APA appointment) (註 : 有刑事紀錄不一定影響本學院取錄與否)

I *have / have not committed the *following / any criminal offence(s). 我 *曾經 / 從未觸犯 *下列 / 任何刑事事件。

Please specify 請列明詳情

F. Additional Information 附加資料

Please provide any further information about yourself which may support your application.
 如有附加資料有助 台端之申請, 請於下面填寫。

G. Other 其他

If you have any close relatives working in the Academy, please give their names in full and indicate their relationship with you. "Close relatives" include (a) spouse, (b) parents/parents-in-law, (c) brothers/sisters and brother/sisters-in-law, and (d) children and their spouse.
 應徵者如有近親現職於香港演藝學院, 請列明其姓名、職位及與應徵者之關係。"近親"包括(甲)配偶、(乙)應徵者 / 配偶之父母、(丙)應徵者 / 配偶之兄弟姊妹, 及(丁)子女及其配偶。

H. Declaration 申請人聲明

I declare that the information given above is correct and complete to the best of my knowledge and that the documents provided by me in connection with this application are true copies. I will produce the original / certified true copies of all identification and qualification documents as required by the Academy upon assumption of duty at the Academy if appointed. I understand that if I knowingly supply false information or withhold any material information, The Hong Kong Academy for Performing Arts 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 Academy.

本人謹此聲明以上所提供的資料均屬真實及所附證明文件皆為真確副本。如獲聘任, 本人將提供有關身份及資歷文件的正本 / 核實真確本予學院作查核。本人明白倘若故意虛報資料或隱瞞重要事實, 香港演藝學院可取消已發出的口頭或書面聘約或縱使已獲聘任亦可遭解僱。

Date 日期

Signature 簽署