


**HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY R AND D CORPORATION LIMITED ("RDC")**

The Hong Kong University of Science and Technology, Clear Water Bay, Kowloon, Hong Kong

香港科大研究開發有限公司 (下稱"公司")

**JOB APPLICATION FORM 職位申請表**

NOTES:	備註:
1. Please type or print clearly when completing this form.	1. 請以正楷填寫申請表格。
2. You may request for correction of personal data in writing to the administration office after submission of this application.	2. 遞交申請表格後，如欲更改填報資料，請以書面通知本行政處。
3. The information provided will be used for appointment to RDC and other employment-related purposes.	3. 申請人所提供的資料，將用於招聘公司僱員及其他與聘用有關的事宜上。
4. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.	4. 招聘程序完成後，未獲取錄申請人的資料如已毋須保留，將全部銷毀。

**Post Applied for**
**Department**

申請職位 \_\_\_\_\_

部門 \_\_\_\_\_

**A. Personal Particulars 個人資料**

Surname 姓氏 *Mr./Mrs./Ms./Miss *先生/太太/女士/小姐		Given Names (in full) 名字		Name in Chinese 中文姓名 (if applicable)	
Date of Birth 出生日期	* Hong Kong Identity Card Number (if appropriate) / Passport No. * 香港身份證號碼 (如適用者) / 護照號碼			Nationality (as shown on passport) 國籍	
Correspondence Address 通訊地址					
Residential Address (if different from the above address) 住址 (如與上址不同)					
Tel Number 電話號碼	Residence 住所	Office 辦事處	Mobile Phone 流動電話	Fax No. 傳真號碼	E-mail Address 電郵地址

**B. Education & Training (in chronological order) 教育及訓練 (請順序列出)**

Dates (month/year) 就讀日期 (月/年)		Institution of Learning/Training 就讀學校/訓練機構	Classes attended/attending 就讀班級
From 由	To 至		

\*Please delete whichever is not applicable 請刪去不適用者

C. Academic Attainments/Professional Qualifications (in chronological order) 學歷／專業資格（請順序列出）

Year 年份	Qualifications (e.g. HK Certificate of Education) 參與之公開考試（如中學會考等）	Subjects passed and level attained i.e. Grade, Pass, Credit, Class, Division, etc. (考獲的科目及成績，例如：等級、及格、良好等)

D. Working Experience (in chronological order) 工作經驗（請順序列出）

Dates (month/year) 日期（月／年）		Name of Employing Institution 工作機構名稱	Position Held (if part-time, pls specify) 職位（如屬兼職性質，請註明）	Nature of Work/Duties 工作性質/ 職責
From 由	To			

E. References 諮詢人資料

Two referees (including your present employer or the most recent employer if you are currently unemployed) who are able to comment on your suitability for the post applied.

兩位諮詢人（須包括申請人現時之僱主，如非在職，須填寫前僱主之資料）須對申請人是否勝任應徵職位作出評議。

Name 姓名	Position and Employing Institution 職銜及工作機構名稱	Contact Address 地址	Tel. No. 電話號碼 E-mail Address 電郵地址

By signing this form, I agree RDC to approach my past and present employer(s) and referee(s) for a reference without my prior consent.

本人同意公司可以在不通知本人情況之下，向本人過去及現時之僱主和提供的諮詢人諮詢。

F. Do you have any criminal records to declare? 有要申報的犯罪記錄?

Yes/No 是/否 If Yes, please declare 如有，請說明: \_\_\_\_\_

G. Do you have relatives/friends working for HKUST/RDC? Yes/No If Yes, Name/Dept \_\_\_\_\_

Relationship \_\_\_\_\_

H. Earliest date available if appointed: 如獲聘用，最早可上任日期 \_\_\_\_\_

I. Present / Last Salary: 現時或近職薪酬 \_\_\_\_\_ I. Expected Salary: 期望薪酬 \_\_\_\_\_

J. Declaration 聲明

I understand that if I give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of Hong Kong University of Science and Technology R and D Corporation Ltd.

本人明白倘若虛報資料或隱瞞重要事實，即使已獲公司錄用，亦可遭終止聘用。

Date 日期 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_