

香港警務處 - 退休後服務合約(文職人員)計劃申請書

Application Form for Post-retirement Service Contract (Civilian Staff) Scheme in the Hong Kong Police Force

申請人須知 Notes for Applicants

- (a) 請用黑色墨水筆或原子筆，以正楷填寫各項。
Please complete every item in the application form in block letters and in black ink.
- (b) 申請人於獲聘時必須已成為香港特別行政區永久性居民。
You must be a permanent resident of the Hong Kong Special Administrative Region at the time of appointment.
- (c) 申請人須填妥申請書各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，並隨申請書附上。
Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- (d) 申請人必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。申請人如未能提供所需的資料，申請書將不獲受理
Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application may not be proceeded further if you fail to provide the requested information.
- (e) 申請人在本申請書內所提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜。在一般情況下，未獲取錄申請人的個人資料將於其落選日期後 24 個月全部銷毀。
The personal data provided in this form will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government. Personal data on unsuccessful candidates will normally be destroyed 24 months after rejection of their applications.
- (f) 填妥本表格後，你可保留副本一份，作個人參考之用。
You are advised to make a photocopy of the completed application for your own reference.
- (g) 提交申請書後，本申請書內所提供的資料如有任何更改時，申請人必須通知我們。
You are required to notify us if there are any subsequent changes to the information provided.
- (h) 提交申請書後，如欲更改或查詢個人資料，或查詢與招聘有關的事宜，請與邀請信或相關招聘廣告內列出的部門負責人聯絡。
For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the subject officers of this Department as specified in the invitation letter or advertisement.

申請職位名稱

Position Applied: _____

申請人編號

Candidate No. : _____

(只供部門填寫 Official use only)

A部 Section A - 個人資料 Personal Particulars (在適當方格加上 ✓ 號) (Please ✓ the appropriate box)

英文姓名
Name in English _____
姓氏 Surname _____ 名字 Other names _____

中文姓名
Name in Chinese _____

出生日期
Date of Birth _____
日DD 月MM 年YYYY

性別
Sex Male Female

香港身分證號碼
Hong Kong Identity Card Number _____

退休前實任職級
Substantive rank prior to retirement _____

退休前最後支薪點
Last PPS Point _____

退休前休假開始日期
Date of commencing pre-retirement leave _____

退休日期
Date of SOS _____

住址
Residential Address _____

通訊地址(如與上址不同)
Correspondence Address
(If different from the address given above) _____

日間聯絡電話／流動電話
Daytime Contact Phone Number/Mobile Phone _____

住所電話
Residential Phone Number _____

電郵地址 e-mail Address _____

B部 Section B – 相關經驗 (如有需要請加附頁) **Relevant Experience** (use additional sheet if necessary)

(i)	自從 (年份) Since (Year)	與申請職位相關的工作經驗、資歷及訓練，包括在警隊服務期間曾駐守的相關職位、次要職務等 Work experience, qualifications and training relevant to the post that you are applying, including relevant posting in your previous police service and secondary duty.			
(ii)	曾擔任的退休後服務合約職位，如有(請按任職的日期順序列出) Please provide details of working experience in Previous Post-retirement Service Contract positions, if any, in chronological order.				
	日期 (月/年) Date (Month/Year)		局/部門 Bureau/ Department	職級 Rank	職位 Post
	由 From	至 To			

C部 Section C - 職務限制 Duty Restrictions (在適當方格加上 ✓ 號) (Please ✓ the appropriate box)

本人在執行職務上並無任何限制 I can perform duties without any restriction

本人在執行職務上有以下限制 I have the following restriction/s while carrying out duties:

- 不能輪班工作或不能不固定時間工作 No shift duty or no irregular working hours
 - 不能夜間工作 No night duty
 - 不能外出工作 No outdoor work
 - 其他限制 Other restrictions [請列明 Please specify]:
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D部 Section D - 聲明 Declarations

本人確認符合職位列明所需的人職要求。

I confirm that I meet the stipulated entry requirements for the job selected.

本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已出現改變後通知警務處相關招聘單位，可能令本人喪失獲政府錄用的資格，即使已獲香港警務處錄用，亦可遭終止聘用及負上有相關法律責任。

I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the relevant Police unit launching the recruitment exercise any subsequent change of information provided, it will render me liable to be disqualified or terminated for any employment by the Hong Kong Police Force.

本人同意香港警務處可就進行與政府招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／工作表現評核報告；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局／機構／醫護人員；以及向有關的政府部門／院校／機構查詢本人的學歷／語文／專業資格和索取有關紀錄，及將有關資料送交其他政府部門／當局／機構進行學歷評審）。

I consent to the Hong Kong Police Force making any necessary enquiries for purposes relating to recruitment by and employment with the Government and for the verification of the information given above. I hereby authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) before offering of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government departments/institutions/agencies regarding my academic/language/professional qualifications and obtaining relevant records and transferring of such data to other government departments/authorities/agencies for qualifications assessment).

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。

I understand and accept that the information given above will be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

申請人簽署 Applicant's Signature _____

申請人姓名 Name of Applicant _____

日期 Date _____