

收集個人資料聲明（應徵者適用）

Personal Information Collection Statement (For Job Applicants)

香港寬頻網絡有限公司或相關公司（“本公司”）是重視平等機會的僱主。

閣下提供的個人資料將會在招聘過程中用於評估你是否適合擔任所申請的職位，以及於被選中出任該職位時，用作釐定你的薪酬方案。

所有獲邀參與面試之申請人均需填寫本公司提供之《職位申請表格》。如申請人未能提供申請表上所需資料，可能會對該申請的處理及結果有所影響。

本公司將保留落選者之個人資料最多十二個月以作日後招聘之用。如在此期間本公司有同樣或類近職位空缺，而落選者之履歷合乎資格，本公司將會重新考慮落選者之申請。

根據《個人資料(私隱)條例》，你有權要求查閱及改正我們所持有關於你的個人資料。如你欲行使這項權利，請填妥由個人資料私隱專員公署提供的《查閱資料要求表格》，並遞交至人才管理部主管。

如對上述事項有任何疑問，請與人才管理部聯絡（電郵：tm.enquiries@hkbn.com.hk，電話：3999 2900）。

Hong Kong Broadband Network Ltd. or its subsidiaries or associated companies (“The Company”) is an equal opportunity employer.

The personal data provided by you will be used for the purpose of assessing your suitability to assume the job duties of the position for which you have applied and to determine remuneration offer.

All applicants who are invited for interview will be required to fill an Employment Application Form provided by the Company. The form should be completed and failure to provide these data may influence the processing and outcome of your application.

The personal data of unsuccessful applicants will be retained for a maximum of 12 months for future recruitment process. When there are same or similar vacancies, which require similar background as the applicant's, we will consider the applicant's suitability for the relevant posts.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete a “Data Access Request Form” prescribed by the Privacy Commissioner for Personal Data and forward it to the Head of Talent Management Department.

Should you have any query in this matter, please feel free to contact Talent Management Department (tm.enquiries@hkbn.com.hk, Tel: 3999 2900).

I. 聲明 DECLARATION

本人已閱讀及清楚明白香港寬頻網絡有限公司或相關公司（“貴公司”）於招聘方面所訂下之收集個人資料聲明政策。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作更改後通知貴公司，可令本人喪失獲貴公司錄用的資格；即使已獲貴公司錄用，亦可遭無補償即時解僱之處分。本人在此授權貴公司對上述提供的資料進行核實。

I have read and fully understood the Personal Information Collection Statement in relation to recruitment of Hong Kong Broadband Network Limited or its subsidiaries or associated companies (“The Company”). I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the company any subsequent change of the information provided, it will render me liable to disqualification for employment by the company or summary dismissal, if already employed by the company. I hereby give my authorization to the company in conducting reference check on the above information for the purpose of verification.

成為香港寬頻之友 To Become a Friend of HKBN

☐ 我希望接收香港寬頻之友通訊，緊貼香港寬頻的企業文化和業務發展。
I agree to receive Friends of HKBN newsletters for the latest in HKBN's corporate culture and business developments.

申請人簽署
Applicant's Signature: _____

日期
Date: _____

職位申請表格 EMPLOYMENT APPLICATION FORM

請以正楷填寫，並在適當方格內加上“✓”。如空位不敷填寫，請另加附頁。

Please complete this form in block letters and insert a “✓” in the appropriate box. If insufficient space, please attach additional sheets.

申請職位 Position Applied For _____			
要求薪金 Salary Expected :	港幣 HK\$ _____	可到職日期 Available Date:	_____
獲知空缺來源 Sources to obtain the news of vacancy			
<input type="checkbox"/> 媒體/報章 Media / Newspaper (名稱 Name:) _____			
<input type="checkbox"/> 由香港寬頻網絡有限公司或其相關公司人才介紹 Referral by Talents of Hong Kong Broadband Network Limited or its subsidiaries or associated companies <small>(須填寫介紹人資料 Please provide referee's particulars)</small>			
姓名 Name	關係 Relationship	部門 Department	職位 Position
<input type="checkbox"/> 招聘顧問 Recruitment Consultant /其他 Others * _____			

近照
Recent Photo

A. 個人資料 PERSONAL PARTICULARS (請按照香港身份證或護照填寫此欄 Please fill in this section as per your HKID Card / Passport)

中文姓名 Name in Chinese :	英文姓名 Name in English :
英文住址 Home Address in English :	
聯絡電話 Contact Number :	電 地址 Email Address :
香港身份證號碼 / 護照號碼* HKID Card No / Passport No * :	

- 閣下是否需要申請簽證在香港特別行政區工作？ Do you require a visa permit to work in the HKSAR?
☐ 是 Yes ☐ 否 No
- 閣下是否曾任職於香港寬頻網絡有限公司或相關公司？ Have you ever held an appointment in Hong Kong Broadband Network Ltd. or its subsidiaries or associated companies?
☐ 是 Yes ☐ 否 No
 如答覆“是”，請確保 閣下將有關資料詳列於《G. 僱聘紀錄》。
 If “Yes”, please ensure you will provide related details in 《G. Employment Records》.
- 閣下是否有刑事罪行紀錄？ 根據《罪犯自新條例》(第 297 章) 被認為已失去效力的判罪毋須申報。
 Have you ever committed with criminal records? No information is required to be given concerning any conviction which is considered “spent” under the Rehabilitation of Offenders Ordinance (cap.297).
☐ 是 Yes ☐ 否 No

*請刪去不適用者 Please delete inappropriate item.

只供內部填寫 FOR INTERNAL USE ONLY				
Code of HKID:	EE No.:	Reader #:	Access Level:	Remarks:
Checked by:	Date Join:	Password:	PIN:	

B. 學歷 EDUCATION (請按接受教育日期由近至遠列出 Please put in reverse chronological order, starting with the latest education)

學校或機構名稱 Name of School / Institution (若於海外就讀，請列明國家) Please state country if studied overseas	由 (月 / 年) From (mm/yyyy)	至 (月 / 年) To (mm/yyyy)	所獲資格 (例如：中一至中七； 證書、文憑、副學士學位等； 須列明主修學科及考獲程度) Qualification Obtained (e.g. Secondary 1 – 7; Certificate; Diploma; Associate Degree; Degree etc., field of study and level attained should be listed)	修讀模式 (例如：全日、兼讀制、 遙距授課等) Study Mode (e.g. Full-time, Part-time, Distance Learning, etc.)

C. 公開考試成績 PUBLIC EXAMINATION RESULTS

香港中學會考/香港中學文憑成績*	Total Subject(s) Passed ()			
H.K.C.E.E / H.K.D.S.E Results*	English Lang. (Syl. A/B*) ()	Chinese Lang. ()	Mathematics ()	
香港高級程度會考成績	Use of English ()	Chinese Language & Culture ()		
H.K.A.L. Results	Others: ()	()	()	
其他公開考試成績				
Other Public Exam Results	IELTS (Overall): _____		Others: _____	

*請刪去不適用者。 Please delete inappropriate item.

D. 專業資格 PROFESSIONAL QUALIFICATIONS

機構名稱 Name of Organization	由 (月 / 年) From (mm/yyyy)	至 (月 / 年) To (mm/yyyy)	所獲資格或證書 (專業組織成員或等級) Award (grade or class of membership of professional body)

E 語言 LANGUAGES

[illegible]

F. 技能 SKILLS

電腦軟件 Computer Software:	<input type="checkbox"/> Word	Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Others: _____
打字 Typewriting:	<input type="checkbox"/> 英文 English () 字/分鐘 wpm	<input type="checkbox"/> 中文 Chinese () 字/分鐘 wpm		
程式語言/系統 Programming Language / System:	_____			
駕駛執照 Driving License:	_____			
其他 Others:	_____			

G. 僱聘紀錄 EMPLOYMENT RECORDS

(請按任職日期由近至遠列出 Please put in reverse chronological order, starting with

most recent employment)

機構名稱 Name of Organization				
職位 Position		離職原因 Reason for Leaving		
由 (月 / 年) From (mm/yyyy)	至 To	底薪 Basic Salary (HK\$)	月 X mths	
花紅 Bonus(HK\$)		佣金/其他 Commission/Others(HK\$)		

機構名稱 Name of Organization				
職位 Position		離職原因 Reason for Leaving		
由 (月 / 年) From (mm/yyyy)	至 To	底薪 Basic Salary (HK\$)	月 X mths	
花紅 Bonus(HK\$)		佣金/其他 Commission/Others(HK\$)		

機構名稱 Name of Organization				
職位 Position		離職原因 Reason for Leaving		
由 (月 / 年) From (mm/yyyy)	至 To	底薪 Basic Salary (HK\$)	月 X mths	
花紅 Bonus(HK\$)		佣金/其他 Commission/Others(HK\$)		

機構名稱 Name of Organization				
職位 Position		離職原因 Reason for Leaving		
由 (月 / 年) From (mm/yyyy)	至 To	底薪 Basic Salary (HK\$)	月 X mths	
花紅 Bonus(HK\$)		佣金/其他 Commission/Others(HK\$)		

H. 資歷核實 REFERENCE CHECK

	是 Yes	否 No	不適用 Not Applicable	若答覆“否”，請解釋。 If “No”, please explain.
可否向前僱主查詢 閣下之受聘和品格紀錄? May enquiries in respect of records on employment and conduct be made to your previous employers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
可否向現任僱主查詢 閣下之受聘和品格紀錄? May enquiries in respect of records on employment and conduct be made to your current employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____