

**香港特別行政區政府
政務主任職位申請書 (只供內部招聘申請)**

**Application Form for Employment with the Government of the Hong Kong Special Administrative Region
as an Administrative Officer (For In-service Recruitment Exercise Only)**

在填寫本申請書前請先細閱「申請人須知」及公務員事務局職位空缺通告第CSB 2021/01號。

Please read the "Notes for Applicants" and the Civil Service Bureau Vacancy Circular No. CSB 2021/01 before completing this form.

申請人編號

Candidate No.

ISR-

(只供有關部門填寫 Official use only)

A部 Section A

(1) 個人資料 Personal Particulars (請根據你的香港身份證或護照 / 旅行證件資料填寫 As per your Hong Kong Identity Card or Passport/Travel Document)			
英文姓名 Name in English		中文姓名 Name in Chinese	
姓氏 Surname		名字 Other Names	
出生日期 (日/月/年) Date of Birth (D/M/Y)		香港身份證號碼 Hong Kong Identity Card No.	
住址 Residential Address			
日間聯絡電話 / 流動電話號碼 Daytime Contact Telephone / Mobile Phone Number		電郵地址 E-mail Address	
(請以 正楷清楚 地填寫電郵地址。Please fill in the e-mail address CLEARLY in BLOCK LETTERS .)			
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region (HKSAR)?		是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes No	
(如你 並非 一名香港特別行政區永久性居民，請註明預計能領取永久性居民身份最早的日期。) (If you are not a permanent resident of the HKSAR, please state the estimated earliest date for obtaining the permanent resident status.)		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 月 MM </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 年 YYYY </div>	
(申請人於獲聘時，必須已成為香港特別行政區永久性居民。如對你的永久性居民身份有任何疑問，可致電入境事務處查詢熱線2824 6111。An applicant must be a permanent resident of the HKSAR at the time of appointment. If in doubt about your eligibility for the permanent resident status, you are advised to make enquiry through the Immigration Department Enquiry Hotline 2824 6111.)			
在香港的總居留時間 Total duration of residence in Hong Kong		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 年 Year(s) </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 月 Month(s) </div>	
(2) 任職政府人員的資料 Information as a Serving Officer in the HKSAR Government			
你現時是否一名以公務員聘用條款 (試用 / 試任 / 按月 / 合約 / 長期聘用條款，不包括非公務員合約條款) 聘用的政府人員? Are you a serving officer currently employed by the HKSAR Government on civil service terms (probation/trial/month-to-month/agreement/permanent terms, not including non-civil service contract terms)?		是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes No	
現時任職的政府職級 / 職位的名稱 (全名) Present Government rank/post title (in full)		現時任職的政府部門的名稱 (全名) Present Government department (in full)	
(3) 綜合招聘考試 (於2006年12月或以後舉行) 成績或同等成績 Result of Common Recruitment Examinations (CREs) held from December 2006 onward or Equivalent Results			
(i) 你現時是否持有公務員事務局職位空缺通告第CSB 2021/01號內所列的綜合招聘考試成績或同等成績? Do you have the requisite CRE or equivalent results as stipulated in the Civil Service Bureau Vacancy Circular No. CSB 2021/01?		是 <input type="checkbox"/> 否 <input type="checkbox"/> Yes No	
(ii) 如持有公務員事務局職位空缺通告第CSB 2021/01號內所列的綜合招聘考試成績之同等成績，請填寫相關公開考試或 International English Language Testing System (IELTS) 的學術模式測試成績。 If you have the equivalent results of the requisite CRE results as stipulated in the Civil Service Bureau Vacancy Circular No. CSB 2021/01, please fill in the results of the relevant public examinations or the Academic Module of the International English Language Testing System (IELTS) below.			
(a) 公開考試中文科及英文科最佳成績 Best Results in Chinese Language Subject and English Language Subject in Public Examinations			
公開考試名稱 Name of Public Examination			
中文科最佳成績 Best Result in Chinese Language Subject	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<input type="checkbox"/> 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination <input type="checkbox"/> 香港高級程度會考 Hong Kong Advanced Level Examination	
英文科最佳成績 Best Result in English Language Subject	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<input type="checkbox"/> 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination <input type="checkbox"/> 香港高級程度會考 Hong Kong Advanced Level Examination <input type="checkbox"/> General Certificate of Education (Advanced Level)	
(b) 如你於2019年6月3日至2021年6月16日期間曾參加 IELTS 的學術模式測試，請填寫有關資料。 If you have taken the assessment in the Academic Module of the IELTS between 3 June 2019 and 16 June 2021, please provide the relevant information.			
整體分級 Overall Band	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	考試日期 Date of Test	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 日 / DD </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 月 / MM </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> 年 / YYYY </div>
(1) 聽解分級 Listening Band	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	(2) 閱讀分級 Reading Band	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
(3) 寫作分級 Writing Band	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	(4) 英語會話分級 Speaking Band	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
(iii) 如已另行報考於2021年6月在香港舉行的綜合招聘考試，請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box(es) if you have filed a separate application for the CRE to be held in Hong Kong in June 2021.			
中文運用 Use of Chinese	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	英文運用 Use of English	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
		能力傾向測試 Aptitude Test	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
(iv) 如並未持有所需的綜合招聘考試能力傾向測試試卷的成績，亦沒有另行報考於2021年6月在香港舉行的綜合招聘考試，但持有所需的綜合招聘考試兩張語文試卷成績或同等成績，你需於政務主任內部聘任招聘考試當天(暫定為2021年7月17日)應考能力傾向測試。若你需要於內部聘任招聘考試當天應考能力傾向測試，請在右邊方格內加上“✓”號。 If you do not have the requisite Aptitude Test result in the CRE, and also have not filed a separate application for the CRE to be held in Hong Kong in June 2021, but possess the requisite results in the two language papers in the CRE, or equivalent, you would need to take the Aptitude Test on same day of the Administrative Officer Recruitment Examination for In-service Appointment (AORE, tentatively scheduled on 17 July 2021). If you would need to take the Aptitude Test on the same day of the AORE, please insert a “✓” in the box on the right.			

(請在適當方格內加上“✓”號)

(Please insert a “✓” in the appropriate box.)

CSB 606 (Rev. ISR 2021)

我們是提供平等就業機會的僱主

We are an EQUAL OPPORTUNITIES EMPLOYER

「請轉下頁」 P.T.O.

B部 (可選擇是否填寫) Section B (Optional)

你是否殘疾人士？ Are you an applicant with a disability?

是 ☐ 否 ☐

Yes No

如為殘疾人士，請註明殘疾性質及程度
If you are an applicant with a disability, please indicate nature and degree of the disability

如為殘疾人士，並在招聘考試中 / 面試中需特別安排，請列明有關要求
If you are an applicant with a disability and need special arrangement for taking the recruitment examination(s) / attending interview(s), please specify the special arrangement required

[註：政府在遴選時對殘疾人士及其他申請人會一視同仁。申請人如希望在遴選及 / 或聘任過程中，獲得為殘疾人士而設的相關安排，有關部門可能要求申請人提交醫生證明書，以證明其為殘疾人士。]
(Note: Applicants with disabilities are considered on equal terms with other applicants. The relevant government department(s) may require medical proof of their disability if applicants wish to make use of the relevant arrangements applicable to applicants with disabilities during the selection and/or appointment process(es).)

C部 Section C

☐ 本人已細閱本申請書的「申請人須知」及相關的公務員事務局職位空缺通告第CSB2021/01號，並確認本人符合職位列明所需的人職要求。
I confirm that I have read the “Notes for Applicants” of this application form and the related Civil Service Bureau Vacancy Circular No. CSB 2021/01. I also confirm that I meet the stipulated entry requirements for the job(s) 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作更改後通知招聘部門 / 職系，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。
I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department/grade of any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人同意政府可就進行與政府招聘工作及僱用有關的事宜，及為核實申請書內所提供的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 Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government and for the verification of the information given in this application form. I 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 offer 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，申請書內所提供的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 in this application form will be provided to government departments and other organisations or agencies authorised 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.

日期 Date _____ 簽署 Signature _____

(請在適當方格內加上“✓”號)
(Please insert a “✓” in the appropriate box.)

香港政府公函 ON GOVERNMENT SERVICE

政府總部 公務員事務局
Civil Service Bureau, Government Secretariat

姓名
Name

地址
Address

(請填上你的姓名和地址 Please fill in your name and address)

CSB 606A (Rev. ISR 2021)

↑ 請填妥以上的申請書覆函(CSB 606A)。 Please fill in the above acknowledgement card (CSB 606A). ↑

申請人須知

I. 一般備註

- (a) 本申請表格只供有意參與政務職系內部招聘，並現時以公務員聘用條款聘用的公務員使用。
- (b) 除中文姓名外，請用英文填寫申請書，以便將資料輸入電腦。
- (c) 請用黑色墨水筆或原子筆，以正楷填寫各項。
- (d) 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，申請人應於另頁詳列有關資料，隨申請書附上。
- (e) 申請人必須填報申請書內所要求提供的全部個人資料，但註明是「可選擇是否填寫」的資料則屬例外。招聘職系 / 部門可能要求申請人就特定項目提供詳細資料，以支持其職位申請。申請人必須參閱公務員事務局職位空缺通告第CSB 2021/01號內列出的有關要求填寫本申請書。申請人如未能提供全部所需的資料，或所填寫的資料，未能清楚顯示申請人符合所申請職位的基本入職要求或其他有關條件，申請書將不獲處理。
- (f) 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，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲取錄的申請人的個人資料將於其落選日期後24個月全部銷毀。
- (g) 填妥本申請書後，請保存副本一份，留作個人參考之用。
- (h) 由於審核申請需時，申請人獲邀請參加考試並不表示其已符合所申請職位的入職條件。
- (i) 申請人必須填妥此申請書並在截止申請日期或以前經下列其中一個方式遞交申請 -
 - (1) 透過電郵(isr2021@csb.gov.hk)遞交PDF版本的申請書；或
 - (2) 郵寄到香港添馬添美道 2 號政府總部西翼 8 樓 822 室公務員事務局(信封上的郵戳日期將視為遞交申請書的日期)。為避免郵件無法成功派遞，申請人請確保信封上已清楚寫上正確地址及已支付足夠郵資。郵資不足的郵件將不會派遞至本局，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。以傳真方式提交的申請書將不獲處理。
- (j) 申請人不得參與同一年度(即 2021/22年度)的公開招聘。
- (k) 在截止申請日期後遞交或未完成的申請書將不獲處理。
- (l) 提交申請書後，如欲更改或查閱個人資料，或有任何查詢，請聯絡公務員事務局政務職系部(地址：香港添馬添美道 2 號政府總部西翼 9 樓 918 室 / 電話：(852) 2810 3155 / 電郵地址：csbasd@csb.gov.hk)。

II. 政務主任內部聘任招聘考試

- (a) 如申請人現時並沒有所需綜合招聘考試成績或同等成績，亦沒有另行報考於2021年6月在香港舉行的綜合招聘考試，申請人可能未符合所申請職位的入職資格。如已申請於2021年6月應考上述考試，其申請只會在申請人取得在相關職位空缺通告內所述的成績後方獲處理。合資格的申請人，如具備所需綜合招聘考試成績或同等成績，會獲安排應考政務主任內部聘任招聘考試。
[註：政務主任內部聘任招聘考試暫定於2021年7月17日在香港舉行，鑑於2019冠狀病毒病的疫情發展，如有需要，公務員考試組會因應有關情況調整考試安排。]
- (b) 如申請人現時並沒有所需的綜合招聘考試能力傾向測試試卷的成績，亦沒有另行報考於2021年6月舉行的綜合招聘考試，但持有所需的綜合招聘考試兩張語文試卷成績或同等成績，請於申請書內示意。有關申請人會於政務主任內部聘任招聘考試當天(暫定為2021年7月17日)另外應考綜合招聘考試能力傾向測試。
- (c) 已持有所需綜合招聘考試成績或同等成績的合資格申請人，以及上述(II)(b)段所述的申請人，如果於2021年7月3日仍未收到上述政務主任內部聘任招聘考試詳情的電郵，必須立即致電 (852) 2537 6429 或電郵至csbcseu@csb.gov.hk與公務員考試組聯絡。至於現時並沒有所需綜合招聘考試成績或同等成績，但將於2021年6月應考綜合招聘考試的申請人，他們只會在6月的綜合招聘考試成績公布，並取得所需的綜合招聘考試成績後，方會於2021年7月10日或之前獲邀參加政務主任內部聘任招聘考試。
- (d) 有關考試和內部招聘政務主任的資料，已詳列於相關職位空缺通告內。

III. 遞交申請書的核對清單

- 遞交申請書(CSB 606)時，請確保 -
 - (1) 已填妥申請書，並在 C 部簽署；及
 - (2) 已填妥夾附的申請書覆函(CSB 606A)。

Notes for Applicants

I. General Notes

- (a) This Application Form is for **civil servants currently employed on civil service terms** who wish to apply for the AO post under the In-service Recruitment Exercise only.
- (b) With the exception of Name in Chinese, please complete the form in English to facilitate computerisation.
- (c) Please complete every item in **block letters** and in **black ink or ball pen**.
- (d) 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.
- (e) Your provision of all the personal data requested in this form is obligatory, except those items marked as "optional". Please note that recruiting grades/departments may request you to provide specific information to support your application. You should refer to the Civil Service Bureau Vacancy Circular No. CSB 2021/01 for such requirements in filling in this form. Your application will not be considered if you fail to provide all information required or it is not clear from the information provided that you have met the basic entry requirements of the post or other relevant requirements.
- (f) 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 organisations or agencies authorised 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. Personal data of unsuccessful applicants will normally be destroyed 24 months after rejection of their applications.
- (g) You are advised to keep a copy of the completed application form for your own reference.
- (h) As it takes time to process all applications, an invitation to examination does not imply that the qualifications of an applicant meet the entry requirements of the post(s) being applied for.
- (i) All completed applications must be submitted on or before the deadline for application **via one of the following means:-**
- (1) through email (ISR2021@csb.gov.hk) to submit completed application form in PDF format; or
 - (2) by post to the Civil Service Bureau at Room 822, 8/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (the postmark date on the envelope will be regarded as the date of submission of application). To avoid unsuccessful delivery of mail items, please ensure that the address on the envelope is clear and correct and sufficient postage has been paid. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage.
- Applications submitted by fax will **not** be accepted.
- (j) Applicants are not allowed to apply for the Administrative Officer post simultaneously under the open recruitment exercise of the same year, i.e. the 2021/22 open recruitment exercise.
- (k) Late or incomplete applications will **not** be accepted.
- (l) For correction or access to personal data or any enquiries after submission of the application form, please contact the Administrative Service Division, Civil Service Bureau (Address: Room 918, 9/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. / Telephone Number: (852) 2810 3155 / E-mail address: csbasd@csb.gov.hk).

II. Administrative Officer Recruitment Examination for In-service Appointment (AORE)

- (a) Applicants who do not possess the requisite Common Recruitment Examination (CRE) or equivalent results, and also have not filed a separate application for the CRE to be held in Hong Kong in June 2021, may not meet the entry requirements of the post(s) they apply for. For applicants who have filed an application to take the above CRE in June 2021, their applications will be processed subject to their obtaining the requisite results as stipulated in the relevant Civil Service Bureau vacancy circular. Eligible applicants with the requisite CRE results, or equivalent, will be arranged to sit for the AORE.
- [Note : The AORE is tentatively scheduled for 17 July 2021 in Hong Kong. In the light of the evolving situation of COVID-19, the Civil Service Examinations Unit will adjust the arrangements on the examination if situation warrants.]
- (b) Applicants who do not possess the requisite Aptitude Test result in the CRE, and also have not filed a separate application for the coming CRE in June 2021, but possess the requisite results in the two language papers in the CRE, or equivalent, would need to indicate so in the application form. These applicants would take also the Aptitude Test on the same day of AORE (tentatively scheduled on 17 July 2021).
- (c) Eligible applicants already with the requisite CRE results (or equivalent), and also applicants mentioned in paragraph (II)(b) above, should immediately contact the Civil Service Examinations Unit at (852) 2537 6429 or e-mail to csbcseu@csb.gov.hk if they do not receive the e-mail notifying them of the relevant details of the AORE mentioned above by 3 July 2021. For applicants who do not possess the requisite CRE results and will sit the CRE in June 2021, subject to their having obtained the requisite CRE results, they will be invited to sit the AORE by 10 July 2021, after the results of June CRE are issued.
- (d) Information about the examination and the In-service Recruitment Exercise of the AO Grade is set out in the relevant vacancy circular.

III. Checklist for Sending in the Application Form

When you send in the application form (CSB 606), please make sure that you have:-

- (1) duly completed the form and signed the declaration in Section C; and
- (2) duly completed the acknowledgement card (CSB 606A) enclosed with this application form.

申請書覆函 Acknowledgement of Application

我們已收到你申請政務主任的職位申請書。已持有所需綜合招聘考試成績或同等成績的合資格申請人，以及「申請人須知」第(II)(b)段所述的申請人，如果於**2021年7月3日**仍未收到有關暫定於2021年7月17日舉行的政務主任內部聘任招聘考試詳情的電郵，必須立即致電 (852) 2537 6429 或電郵至 csbcseu@csb.gov.hk 與公務員考試組聯絡。至於現時並沒有所需綜合招聘考試成績或同等成績，但將於2021年6月應考綜合招聘考試的申請人，他們只會在6月的綜合招聘考試成績公布、並取得所需的綜合招聘考試成績後，方會於**2021年7月10日或之前**獲邀參加政務主任內部聘任招聘考試。

Your application for employment as an Administrative Officer has been received. Eligible applicants already with the requisite CRE results (or equivalent), and also applicants mentioned in paragraph (II)(b) of the Notes for Applicants, should immediately contact the Civil Service Examinations Unit at (852) 2537 6429 or email to csbcseu@csb.gov.hk if they do not receive the email notifying them of the Administrative Officer Recruitment Examination for In-service Appointment to be held tentatively on 17 July 2021 **by 3 July 2021**. For applicants who do not possess the requisite CRE results and will sit the CRE in June 2021, subject to their having obtained the requisite CRE results, they will be invited to sit the AORE **by 10 July 2021**, after the results of June CRE are issued.

申請人編號

ISR

(只供有關部門填寫) (Official use only)

Candidate No.

(日後與招聘部門 / 職系聯絡時，請註明你的申請人編號。)

(Please quote your candidate number in all future contacts with the recruiting department(s)/grade(s).)

香港添馬添美道 2 號

Civil Service Bureau

政府總部西翼 8樓 822室

Room 822, 8/F., West Wing, Central Government Offices,

公務員事務局

2 Tim Mei Avenue, Tamar, Hong Kong