

# 限 閱（人 事） RESTRICTED (STAFF)

## 一般審查表格 NORMAL CHECKING FORM

申請/XXX\* (職位名稱)  
Applying for XXXXXX\* (State post)

Administrative Officer

部門  
Department

Civil Service Bureau

### 附註 NOTES FOR GUIDANCE

- 填報的資料會作操守審查用途，並可能會送交執法機構及負責保安、防止及偵查罪案工作的部門/機構審閱。
- The information provided will be used for the purpose of integrity checking and may be divulged to law enforcement agencies and departments/agencies concerned with security, prevention and detection of crime.
- 如香港身分證上的中文姓名與本表格所填報的不同，須填寫兩者的電碼。
- If your Chinese name in code as shown on the Hong Kong Identity Card differs from the name you are using, both sets of code numbers must be given.
- 填寫本表格時，必須填報全部所需資料，並須盡量詳細準確；否則可能喪失獲聘或出任某些需要高度誠信的職級或職位的資格。
- In completing this form, it is important that you provide all information as requested. The information provided should be as detailed and accurate as possible. Failure to do so can result in disqualification for appointment to ranks or posts requiring high integrity.
- 如欄內空間不敷應用，請於第8頁繼續填寫。
- If any of the particulars you give cannot be entered in the space provided, please continue on the blank space on Page 8.
- 請在不適用的欄內填上「不適用」字樣。
- If any of the section is not applicable, please indicate by writing 'N.A.' in that section.
- 填妥本表格後，你可保存副本一份，留作個人參考之用。
- You are advised to make a photocopy of the completed form for your own reference.
- 遞交本表格後，如要更正或索閱個人資料，請與要求填寫本表格的招聘部門/職系負責人聯絡。
- For correction of or access to personal data after submission of this form, please contact the subject officer of the recruiting department/grade forwarding the form to you for completion.

### 1. 個人資料 PARTICULARS OF SUBJECT

英文全名（先填姓氏，請用大楷書寫） 先生/太太/小姐/女士\*  
Full Name in English (Surname first, block capitals) Mr./Mrs./Miss/Ms.\*

中文全名 Full Name in Chinese		中文姓名電碼 Chinese Name in Code
英文別名 Alias(es) in English	中文別名 Alias(es) in Chinese	中文別名電碼 Chinese Alias(es) in Code
出生時的姓氏（如與目前的不同） Surname at Birth (if different) 英文 in English		香港身分證號碼 H.K. Identity Card Number
中文 in Chinese		簽發日期 Date of Issue (      -      )
電碼 in Code		
出生日期 Date of Birth		出生地點 Place of Birth
國籍 Nationality		

護照或其他旅行證件詳情（如有的話）  
Particulars of Passport or other Travel Documents (if held)

號碼：  
Number :

Country/Region of Passport:

簽發日期和地點：  
Date and Place of Issue :

抵港日期（如適用的話）  
Date of Arrival in Hong Kong (if applicable)

婚姻狀況 Marital Status

<input type="checkbox"/> 未婚 Single	<input type="checkbox"/> 已婚 Married	<input type="checkbox"/> 離婚 Divorced
<input type="checkbox"/> 分居 Separated	<input type="checkbox"/> 寡婦/鰥夫 Widow/Widower	

\* 請刪去不適用者

\* Delete whichever is inapplicable.

G.F. 200 (12/2010)

限 閱（人 事） RESTRICTED (STAFF)

過去5年在香港的住址（請列出詳細地址，包括座數、樓數及單位號數。）

Residential Address in Hong Kong during the last 5 years. (Enter Full Addresses, including Block, Flat and Floor Number)

地址 Address	日期(月/年) Date (month/year)	
	由 From	至 To

過去5年在香港以外地方的住址（請列出詳細地址，包括座數、樓數及單位號數。）

Residential Address outside Hong Kong during the last 5 years. (Enter Full Addresses, including Block, Flat and Floor Number)


2.

丈夫/妻子\*的資料  
PARTICULARS OF HUSBAND/WIFE\*

注意：請填寫妻子婚前的姓名 N.B. State Wife's Maiden Name

如已去世/退休/分居/離婚\*，請在此註明日期 ..... 然後填報以下資料。

If Deceased/Retired/Separated/Divorced\* state date here ..... and enter full particulars nevertheless.

英文姓名 Name in English	中文姓名 Name in Chinese	中文姓名電碼 Name in Code	香港身分證號碼 H.K. I/C No.
英文別名 Alias(es) in English	中文別名 Alias(es) in Chinese	中文別名電碼 Alias(es) in Code	簽發日期 Date of Issue
出生日期及地點 Date and Place of Birth		結婚日期及地點 Date and Place of Marriage	
國籍 Nationality		現時或最後住址 Present or Last Address	
現時或最後所任職業及職位 Present or Last Occupation and Position held		僱主名稱及地址 Name and Address of Employer	

\* 請刪去不適用者

\* Delete whichever is inapplicable.

3. 過去5年就業（包括兼職）及就學詳情  
ALL EMPLOYMENT (including part-time job) AND STUDY DURING THE LAST 5 YEARS

注意：如是兼職工作，請註明。沒有就學的時間亦須列明  
N.B. Please state if it is a part-time job. Period with no schooling must be specified

請按日期順序列出過去5年在香港就業（包括兼職）及就學詳情

All Employment (including part-time job) and Study in Hong Kong during the last 5 years in chronological order

學校/僱主的正確名稱及詳細地址 Correct Name and Full Address of School(s)/Employers	職位/就讀級別 Position held/Classes attended	日期(月/年) Date (month/year)	
		由 From	至 To

請按日期順序列出過去5年在香港以外地方就業（包括兼職）及就學詳情

All Employment (including part-time job) and Study outside Hong Kong during the last 5 years in chronological order

學校/僱主的正確名稱及詳細地址 Correct Name and Full Address of School(s)/Employers	職位/就讀級別 Position held/Classes attended	日期(月/年) Date (month/year)	
		由 From	至 To

4. 你曾否在香港或其他地方法庭被判有罪？<sup>備註</sup>

HAVE YOU EVER BEEN FOUND GUILTY OF AN OFFENCE IN A COURT OF LAW, WHETHER OR NOT IN HONG KONG?<sup>Note</sup>

如無的話，請填寫「無」。

If No, please state "No"

如有的話，請詳細說明。

If Yes, please give details.

備註

請參閱《罪犯自新條例》(第297章)(該條例)。

請特別留意該條例第 4(2)(c) 條及附表所載的例外規定。

該條例第 4(2)(c) 條規定，第2(1) 及 (1A) 條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內，包括“正由或將由新俸在總薪級表第 27 薪點或以上的人員出任的職位”。舉例說，如你正申請總薪級表第 25 至 33 薪點的職位，因這個職位將由新俸在總薪級表第 27 薪點或以上的人員出任，所以第 2(1) 及 (1A) 條給予已自新人士的保障並不適用，你必須對曾被判有罪的所有罪行 (如有的話) 作出聲明，否則將不獲考慮聘任。如你對申請職位的新級表有疑問，請向有關的招聘職系或部門查詢。

Note

Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) ("the Ordinance")

Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance.

Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance which include 'any office occupied, or to be occupied, by an officer on or above Point 27 on the Master Pay Scale ("MPS")'. For example, if you are applying for a post with pay scale from MPS Point 25 to 33, since this post will be occupied by an officer on or above MPS 27, the protection of rehabilitated persons under the provision of section 2(1) and (1A) will not be applicable to this case and all offences (if any) of which you have been found guilty must be declared. Failure to do so may exclude you from the appointment. If you are not certain about the pay scale of the post you are applying for, please consult the recruiting grade/department.

5. 如曾經或現正申請政府職位，請按日期順序列出申請的職位、政府部門及日期。  
State any Applications for Employment in Government Departments which you have made or are now making with details of Post, Department and Dates in chronological order

Administrative Officer, June 2021

6.

子女/繼子女的資料

PARTICULARS OF CHILDREN/STEP CHILDREN

注意：如是學生，請填寫學校名稱及地址

N.B. If Student State Full Name and Address of School

(1) 英文姓名 Name in English			中文姓名 Name in Chinese	
出生日期 Date of Birth	性別 Sex	出生地點 Place of Birth	香港身分證號碼 H.K. I/C No.	中文姓名電碼 Chinese Name in Code
職業 Occupation			僱主/學校*名稱及地址 Name and Address of Employer/School*	
現時住址 Present Address				
(2) 英文姓名 Name in English			中文姓名 Name in Chinese	
出生日期 Date of Birth	性別 Sex	出生地點 Place of Birth	香港身分證號碼 H.K. I/C No.	中文姓名電碼 Chinese Name in Code
職業 Occupation			僱主/學校*名稱及地址 Name and Address of Employer/School*	
現時住址 Present Address				

7.

父母或繼父母的資料

PARTICULARS OF PARENTS OR STEP PARENTS

注意：須填報已婚女士婚前的姓名

N.B. Enter Maiden Name in Full for a Married Woman

(1) 關係 ..... (如已去世/退休\*, 請在此註明日期 ....., 然後填報以下資料。)

Relationship ..... (IF DECEASED/RETIRED\* STATE DATE HERE ..... AND ENTER FULL PARTICULARS NEVERTHELESS)

英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth		現時或最後住址 Present or Last Address	
國籍 Nationality		現時或最後所任職業及職位 Present or Last Occupation and Position held	
僱主名稱及地址 Name and Address of Employer			

(2) 關係 ..... (如已去世/退休\*, 請在此註明日期 ....., 然後填報以下資料。)

Relationship ..... (IF DECEASED/RETIRED\* STATE DATE HERE ..... AND ENTER FULL PARTICULARS NEVERTHELESS)

英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth		現時或最後住址 Present or Last Address	
國籍 Nationality		現時或最後所任職業及職位 Present or Last Occupation and Position held	
僱主名稱及地址 Name and Address of Employer			

\* 請刪去不適用者

\* Delete whichever is inapplicable.

8. 所有在香港或其他地方居住的兄弟 / 姊妹、同父異母或同母異父兄弟 / 姊妹的資料  
**PARTICULARS OF ALL BROTHERS/SISTERS/HALF-BROTHERS/HALF-SISTERS  
 LIVING IN HONG KONG OR ANY OTHER COUNTRY**

注意：如是學生，請填寫學校名稱及地址  
*N.B. If Student State Full Name and Address of School*

如已去世/退休\*，請註明日期並填報以下資料  
 PLEASE STATE IF DECEASED/RETIRED\* GIVE DATE AND ENTER FULL PARTICULARS NEVERTHELESS.

(1) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(2) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(3) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(4) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(5) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		

\* 請刪去不適用者

\* Delete whichever is inapplicable.

9.

**配偶父母的資料**  
**PARTICULARS OF PARENTS-IN-LAW**

注意：須填報已婚女士婚前的姓名

N.B. Enter Maiden Name in Full for a Married Woman

(1) 關係 ..... (如已去世/退休\*, 請在此註明日期 ....., 然後填報以下資料。)

Relationship ..... (IF DECEASED/RETIRED\* STATE DATE HERE ..... AND ENTER FULL PARTICULARS NEVERTHELESS)

英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth		現時或最後地址 Present or Last Address	
國籍 Nationality		現時或最後所任職業及職位 Present or Last Occupation and Position held	
僱主名稱及地址 Name and Address of Employer			

(2) 關係 ..... (如已去世/退休\*, 請在此註明日期 ....., 然後填報以下資料。)

Relationship ..... (IF DECEASED/RETIRED\* STATE DATE HERE ..... AND ENTER FULL PARTICULARS NEVERTHELESS)

英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth		現時或最後地址 Present or Last Address	
國籍 Nationality		現時或最後所任職業及職位 Present or Last Occupation and Position held	
僱主名稱及地址 Name and Address of Employer			

10. 當事人配偶的所有在香港或其他地方居住的兄弟姊妹, 以及當事人的所有兄弟姊妹的配偶的資料  
**PARTICULARS OF ALL BROTHERS AND SISTERS OF THE SPOUSE OF THE SUBJECT AND OF ALL SPOUSES OF THE BROTHERS AND SISTERS OF THE SUBJECT LIVING IN HONG KONG OR ANY OTHER COUNTRY**

注意：如是學生, 請填寫學校名稱及地址

N.B. If Student State Full Name and Address of School

如已去世/退休\*, 請註明日期並填報以下資料

PLEASE STATE IF DECEASED/RETIRED\* GIVE DATE AND ENTER FULL PARTICULARS NEVERTHELESS.

(1) 英文姓名及別名 (先生/太太/小姐/女士)* Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth		現時或最後地址 Present or Last Address	
現時或最後所任職業及職位 Present or Last Occupation and Position held		僱主/學校* 名稱及地址 Name and Address of Employer/School*	

\* 請刪去不適用者

\* Delete whichever is inapplicable.

(2) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(3) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(4) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(5) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(6) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		
(7) 英文姓名及別名 (先生/太太/小姐/女士) * Name and Alias in English (Mr./Mrs/Miss/Ms)*	中文姓名及別名 Name and Alias in Chinese	香港身分證號碼 H.K. I/C No.	中文姓名及別名電碼 Chinese Name and Alias in Code
出生日期及地點 Date and Place of Birth	現時或最後地址 Present or Last Address		
現時或最後所任職業及職位 Present or Last Occupation and Position held	僱主/學校*名稱及地址 Name and Address of Employer/School*		

\* 請刪去不適用者

\* Delete whichever is inapplicable.

如上述各欄不敷應用，請在此繼續填寫。（參閱第一頁附註四）  
ADDITIONAL INFORMATION TO BE ENTERED HERE (See Note 4 on Page 1)

<p>請貼上近照一張 Please affix a recent photograph of yourself</p>	電郵地址 Email Address _____
	流動電話號碼 Mobile Phone Number _____

茲證明以上資料是依本人所知及所信，全屬正確無誤。本人明白如蓄意提供虛假資料或漏報任何有關資料，可令本人喪失獲香港特別行政區政府錄用的資格；如本人已在香港特別行政區政府服務者，則有可能遭受紀律處分，包括撤職。

I certify that the information contained above is correct, and complete to the best of my knowledge and belief. In completing this form I understand that if I wilfully give false information or withhold any material information, it will render me liable to disqualification for appointment to the service of the Government of the Hong Kong Special Administrative Region or to disciplinary action, which may include dismissal, if already in service of the Government of the Hong Kong Special Administrative Region.

本人明白並同意上述資料會作操守審查用途，並會送交執法機構及負責保安、防止及偵查罪案工作的部門/機構審閱，以確定本人是否適合受聘或出任某些需要高度誠信的職級或職位。

I understand and accept that the information given above will be used for the purpose of integrity checking and will be divulged to law enforcement agencies and departments/agencies concerned with security, prevention and detection of crime to enable my suitability for appointment to ranks or posts requiring high integrity to be assessed.

日期  
Date

簽署  
Signature

祇供有關機關填寫 For official use only

茲證明本人已審核以上各項資料，並已向當事人查詢本表格內未能令人滿意或有矛盾的資料。

I certify that the above completed form has been checked by me and I have questioned the subject on any entry which appears unsatisfactory or inconsistent.

日期  
Date

審核員簽署  
Signature of Checking Officer

審核員姓名  
Name of Checking Officer

要求填報資料的部門  
Requesting Department

Civil Service Bureau

職位  
Post



政府總部  
公務員事務局  
香港添馬添美道2號  
政府總部西翼



CIVIL SERVICE BUREAU  
GOVERNMENT SECRETARIAT  
WEST WING  
CENTRAL GOVERNMENT OFFICES  
2 TIM MEI AVENUE, TAMAR  
HONG KONG

本函檔號 Our Ref.: Ad 1/2013/1

來函檔號 Your Ref.:

電話號碼 Tel. No.: 2810 3155

傳真號碼 Fax No.: 2501 0877

電郵地址 E-mail Address: csbts@csb.gov.hk

網址 Homepage Address: <http://www.csb.gov.hk>

### TO WHOM IT MAY CONCERN

As part of the integrity checking system for civil servants, a candidate or an officer being considered for appointment to certain positions in the Government with access to materials which offer possible scope for corrupt activities or other forms of pressure on the officer are required to be subject to integrity checking.

The Government is now conducting integrity checking in respect of Administrative Officer recruitment. To enable the checking process be carried out, the subject is required to provide particulars of his/her spouse, children/step children, parents/step parents, brothers, sisters, parents-in-law, brothers-in-law and sisters-in-law, including –

- name and alias
- Hong Kong Identity Card number
- date and place of birth
- present or last address
- nationality
- present or last occupation and position held
- name and address of employer/school

We should be most grateful if you could facilitate the subject to comply with the checking requirement of the Government by providing the above information. Failure by the subject to provide the information as requested may result in his/her disqualification for appointment to ranks or posts requiring high integrity.

We would like to assure you that all information provided will be handled strictly in accordance with the Personal Data (Privacy) Ordinance (Chapter 486). The information provided will be used only for purpose of conducting integrity checking in respect of the subject and not for any other purpose. The data will be handled with the highest confidentiality and only by authorised persons in this department/grade or in law enforcement agencies and departments/agencies concerned with security, prevention and detection of crime. The data will be erased as soon as they are no longer required for the purpose for which they are collected.

If you have any queries on this matter, or would like to correct or access to your personal data provided to this department, please contact us at 2810 3155, quoting the file reference of this letter.

Administrative Service Division  
Civil Service Bureau